Chris Zhao

Devroop Banerjee

Nelson Dai

Tariq Chatur

Xuyao Qin

Wanjin Yoo

**Introduction:**

Good morning everyone! We are Group 11. Our team comprises of Chris, Devroop, Nelson, Tariq, Tom, and Wanjin. \*Introduce yourselves\* We found this amazing place in the Student Union Building called “Food Bank and Free Store”. We highly recommend checking it out if you’re hungry and broke.

The food bank’s current system intrigued us because their system is disorganised and paper-based (don’t tell them I said that). After a few brief conversations with the coordinators, we figured what the solution might be. Our team, the hungry birds, have decided to make the food bank’s current system...DIGITIZED!!! So get ready for a wild ride as we walk you through the basics of what we intend to do for the remainder of the term.

\*Standing ovation\*

**Background:**

The UVSS Food Bank and Free Store is a food bank in the SUB where a current student can get a weekly ration and an unlimited amount of free stuff. There are volunteers who monitor the students taking food, but it’s easy to make a mistake while filling out the “Items Taken” form. Their food might be unfairly distributed to Uvic students as a result of the inaccurate record keeping. Besides, keeping track of their budget with more realistic values will help them manage their finances better. Also, when a volunteer needs to change a shift, the only method of communication is via status updates on their facebook page and not everyone checks them.

**Objectives:**

To create an online, easy-access management system of the inventory of the food bank, and the volunteering schedule.

Including:

* A cloud based durable database
* Simple but efficient UI

**Team:**

I’m Chris, I do things like making website pitch and report draft. I am good at organizing things.

Hi! I’m Devroop. I’m a volunteer at the food bank and I have a thorough understanding of their current system.

I am Nelson, the leader of the team and rest of them are the hard workers, so that I do not need to do anything.

I am Tariq, I am the creative brain, I also make jokes to keep from being stressed.

I am Tom, i am good at asking questions and coming up with ideas.

I am Wanjin, I like working on a data related project.

**Approach:**

Our plan is to create a cloud based database, to hold their current inventory, incoming food deliveries, and weekly schedules.

Currently the Food Bank has a website off branch of the UVSS site which can be edited to hold their current data to google documents, schedule and current inventory.

Approach for current inventory, google sheet will be sufficient as has to it’s capability to be viewed by anyone but only be edited by selected few. Google sheet can contain the inventory’s amount and items in a organized and simple manner.

Approach for incoming food deliveries, this can also be solved using google sheet. For the same reason provided above.

Approach for weekly schedule, google sheet can solved this with the same reason above.

Approach for online volunteering schedule, also by google sheets, because it updates in real time.

**Rough Draft:**

**(Nelson) (1st Slide**) Hi folks!! We are Group 11. Our team comprises of Chris, Devroop, Tariq, Tom, Wanjin and I am Nelson, the leader of the team. Have you ever found yourself in this situation? You are sitting in the library trying to study but both your wallet and stomach are empty. We found this amazing place in the Student Union Building called “Food Bank and Free Store”. If you are ever hungry or broke, they are here to help.

**(2nd slide)** The food bank’s current system intrigued us because their system is completely disorganized and paper-based (don’t tell them I said that). We found the solution after having a few brief conversations with the coordinators. Our team, the hungry birds, have decided to make the food bank’s current system...DIGITIZED!!! So get ready for a wild ride as we walk you through the basics of what we intend to do for the remainder of the term. And now Devroop will give you a background on the food bank.

(Devdope)(4th Slide)So what exactly are we dealing with? Currently the food bank needs a way to monitor their inventory. Their current system, as previously mentioned, is a paper based one. As you can imagine, a paper based in the 21st century is the epitome of inefficiency. The food bank allows students from all disciplines to volunteer and/or use the food bank’s services. Hence the UI needs to be simple and self explanatory. Also, last but not the least….the volunteers are students, like you and I. They need to complete their presentations, like you and I. What I’m trying to say is that, the volunteers are often distracted which increases the chances of an individual taking an excess amount of food, leading to discrepancies in their records. Now that you have a fair idea about their current system and dynamics, I would request Chris to take over and talk about some of the problems we have noticed.

(Klis) This leads to many problems such as loss of data, cost of paper, waste of time, lack of presentation. The food bank’s inventory has two outputs and two inputs. Food can enter the Bank via donations from either businesses or locals. Businesses generally have invoices, but local donations must be manually counted. This leads to the requirement of an expandable system as donations can be of any type of edible. Outputs can be either consumers, or the expiration of product. While tracking this information would be useful, it is not a requirement as long as a total number of items are recorded.

(TOum) With the restrictions mentioned before, the approach we have decided is based on the use of Google Sheets. The reasons are:

1.Price. The entire suite of Google Apps are free and if you want a business-level subscription, you pay $5 per user per month. In our case, we will only use the basic functions.

2. Real time editing. Google Sheets allows simultaneous editing. It allows users to easily make modifications, leave comments and communicate with their collaborators without delay.

3.Friendly UIs. Google sheets provides users with a very simple user interface, the layout is similar to the paper template they currently have, Normally, it only takes a few hours for beginners to get used to the software. Also, since the data is digitized, there is no need to worry about the unreadable handwriting.

(Whangjinn)

4.Cloud storage is another improvement . Google sheets automatically saves to the cloud, and it is accessible from any computer with a browser.

5.Currently the system takes up too much space and data can be easily lost, going paperless can solve these issues. This movement away from paper copies also lets you use many tools such as the find and sort functions. These two, could allow the Food Bank to efficiently manage their inventory. Using an online database can also let people expand the inventory without using more paper.

(Tarick)Transferring to an online based system also allows for more interactive uses with the inventory. Such as simple ways to send the inventory’s information; as well as creating a public view port, so that people in need of the food bank’s services can check it before coming in person. Saving time for both the staff and students.

(Taariq) At this point, with the amount of information we have collected we believe Google Sheets to be the best option moving forward. In the near future will be interviewing and shadowing some of the staff, and making a survey for the current system users. Using these techniques we hope to either change our minds or support our current approach with empirical evidence. Now that you have been informed, please grant us the opportunity to assist in the improvement of the foodbank.