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| Description | Comment | General requirement |
| SA should have all the privilege as an AM + extended functions | In additional to that, they can access to ALL AM’s posting and performance full functions.    For example, Sean can view the posting by Joelle, however he cannot perform any change on that posting; The sales admin, can view the posting and modify the posting. |  |
| The AM and SA can view all job posting | Can select to filter by client and AM | A list containing all the information of the posting. |
| The AM and SA can add client |  |  |
| SA can change AMs profile | Position, email address, phone number, client, photos |  |
| Status of trainees | Since pre-quality-gate is not in the FDM DB, all trainees, no matter passed quality gate or not, will be treated as ‘in-training’ and being able to receive job posting. Solutions:   * Add the pre-quality-gate status to FDM database * Leave it as it | ITSM team will check and get back to you |
| Preference list | Only system admin can modify the list | AMs can reach out to the system admin if they wish to change the list |
| Geoflex list | If the info is already included in the FDM DB, fetch it directly;  If the info is not included in the FDM DB, only the system admin can modify the list.  The list should be:  London, Mississauga, Montreal, Kitchener, waterloo, downtown Toronto, GTA, Other | ITSM team will check whether this info is included in the FDM DB already. |
| Analysis chart | Report production too much work | Not mandatory, though nice to have |
| AM: Email notification when a new application received | The email should contain a link to the log in page. |  |
| SA: Email notification when a new posting is posted by any AM, no notification when new application received | The email should contain a link to the log in page. |  |

**Meeting minutes 06/26**

**New requirements from the Sales Admins – subject to change**