EDSL Initial Client Meeting Minutes

Team Meeting 2018 No. 1

Meeting called by:	James Hallinan (JH)	**Type of meeting:**	Client Meeting
Note taker:	Kristian Ybanez (KY)	**Location:**	

Date: 9/05/2018

Time Started:	4:00PM	**Time Finished:**	4:30PM	**Duration:**	30mins

Invitees:

Apologies:

----- Agenda Topics -----

1. Introduction	5 mins
2. Background and current system	10mins
3. Main topic – Project requirements	15mins

Other Information

Observers:

Other issues:

1. Introduction	JH	5 min

Discussion:
1. Client introduction.

Conclusions:
1. James Hallinan introduced himself as the Managing Director of Eastern District Soccer League (EDSL). He will also serve as the Project Analyst.

Action items:	Persons responsible:	Deadline:

2. Background	JH	10min

Discussion:
1. JH gave me a background overview of how the league is run and its current management system.
2. JH explained their current problems with the current system.

Conclusions:

1.
- The league is split into three divisions: A, B and C. Division A being the highest.
- Runs over the summer season.
- One club can have many teams but can only have one team in one division.
- Teams are allocated based on performance.
- At the end of each season, two things happen: Top team moves up a division and the bottom team is relegated down a division.
- Players join through the clubs.
- Data is stored in a Microsoft Project and in Excel Spreadsheets

2.
- Main issue is every process is done manually. It is inefficient and time-consuming.
- Draw and Ladder is manually done in an Excel Spreadsheet and is emailed to clubs.

Action items:	Persons responsible:	Deadline:

3. Project requirements	JH	15mins

Discussion:
1. JH went through his expected requirements for the new system.
2. He then went over briefly what Stages 2 and 3 will involve.
3. JH went over the constraints for Stage 1.

Conclusions:

1.

- The project is to be done in three stages. At this point in time the focus will be on the first stage.
- Functional requirements for **Stage 1**:
  - Automating the draw for each division.
  - Maintain results after each round.
  - Automatically calculate and adjust the ladder after each round. Also, to report the ladder to send to clubs.
- Future requirements that will be added in upcoming stages:
  - Maintain club information.
  - Clubs be able to maintain their teams.
  - Maintain player information.
  - Maintain division information.
  - Produce reports on clubs, teams, player, division.
- The new system will initially be used by EDSL at their office. The database will be on an external server.

2.

- EDSL want the new system to eventually be able to be accessed over the web and then later mobile.
  - **Stage 2**: Web system. Users will be Clubs
  - **Stage 3**: Mobile system. Users will be Players and the Public.

3.

- **Stage 1** must be completed before the next season starts. Preferably the system must be ready in October. That way, the new system can be compared to the old.
- **Stage 2** is planned for following season.
- **Stage 3** is planned for next following year.
- The league has a week off around Christmas.
- EDSL is happy to do the draw for finals manually.
- There is currently no set budget. They have Government support and EDSL will judge off the Analysis plan.
- Analysis and Design to be done in the next six weeks including a Prototype to present to the Board.

Action items:	Persons responsible:	Deadline:
1. Produce Project Plan 2. Produce Scope Report for client sign off.	KY KY	