# CacaoSoft Functional Meeting

# Meeting Minutes

March 28, 2016

1. Roll call
2. Yulia Vydra
3. Maria Ramos
4. Nick Macrina
5. Juan Manuel
6. Liseth Jimenez
7. Agenda/Discussion Items
8. Project Status Updates
   1. Discussion of status of current & upcoming activities
9. Questions/ Concerns
   1. Clarify any existing questions
10. Captured Notes

Status Updates/ Open Discussion

1. Invoicing
   1. When tracking materials in the warehouse, more interested in the invoice and the information is provides
2. Taxes
   1. Not all items are taxed?
      1. True
   2. Types of taxes
      1. IVA
      2. Withholding to supplier
      3. Other types and rates exist depending on the items being purchased
         1. Juan Manuel to provide list with rates and types of taxes
         2. This also depends on whether its materials or services and services vs individual
         3. We will have to store all those rates in the system
3. Quotes
   1. Materials on average 3 quotes are obtained for materials that are specific, expensive or new purchases
      1. For materials that are often purchased, they are obtained from a supplier that gives better pricing
   2. For services on average 2 quotes are obtained
      1. Tend to go to the same individuals to keep consistency in the pruning
4. Cycle and classification of activities
   1. External Services (using Pruning as an example)
      1. External services are hired for about 2 months
      2. Quote is received
         1. Contractor comes and looks at the plantation; generate a quote
      3. Items included:
         1. Due date (Date activity is to be completed by)
         2. Number of trees (estimate)
            1. = (1,333) x (# hectares) = estimate of number of trees

If more trees than expected need pruning, an amendment is made to the contract

* + - 1. Quote by plant ($0.13)
         1. What is plants are of different ages and require different pruning types (formation vs. maintenance)

Depending on the number of each, negotiations can be reached, otherwise, a flat rate is set

* + - 1. Meals
         1. Depending on the negotiations

Breakfast and lunch

* + - 1. Lodging
         1. Provide the facility, but nothing else
         2. If negotiated, mattresses need to be provided
      2. At the end, a budget (quote) and actual cost are received
    1. Workers
       1. The contractors provides workers needed and tools
          1. Workers are registered and at the time they enter the plantation, their ID’s are collected, until they evacuate the premises

Some individuals are replaced by others

* + - * 1. Daily advance of the group is registered in the system
    1. Payment
       1. Depending on the negotiations, installments can be made in varying percentages
  1. In some cases, external services and internal personnel call work in parallel on the same activity
     1. (using Pruning as an example)
        1. External services complete the pruning
        2. Internal employee applies Copper Sulfate to the cuts

1. Other activities requiring external services
   1. Planting
   2. Replanting
   3. Pruning
   4. Maintenance (Depending on the task)
2. Standalone activities
   1. About 80% of activities belong to a cycle
3. Irrigation
   1. Employee is assigned at all times, when the pumps are running
   2. Two zones and two pumps exist
      1. Each zone has their respective pump assigned, but in time of need, they can be switched
      2. Water depending on the need and location
   3. External services hired for irrigation
      1. Depending on item needing repair
         1. Small pipe fix, internal employees to repair
         2. Large pipe that requires machinery, hire external services