# CacaoSoft Functional

# Meeting Minutes

June 27, 2016

1. Roll call
2. Raul Ocazionez
3. Nick Macrina
4. Maria Ramos
5. Liseth Jimenez
6. Juan Ramon Camargo
7. Juan Manuel Briñez
8. Agenda/Discussion Items
9. Project Status Updates
   1. Discussion of status of current & upcoming activities
10. Functional Requirements
    1. Discuss different topics of the Cacao Lifecycle
11. Questions/ Concerns
    1. Clarify any existing questions
12. Captured Notes

Status Updates/ Open Discussion

1. Concentration on forms
   1. Liseth working on the advancements of forms
      1. In review, document version 1; review to be completed upon Yulia’s return
         1. Liseth to send Nick Macrina a copy of this document
      2. Juan Ramon and Juan Manuel have not been included into the review of this document due to it being more technical
      3. More focused on Data Model, Use Cases (no graphics; mere text)
      4. Need to start automating the forms for daily use
      5. Per Raul,
         1. One form can capture information based on the Form code
         2. Total of 21 forms; Adding 2 forms
            1. Pruning

Information needed to be captured with a contractor

Contractor

Personnel (first, Last name)

Date of working day

Valve advancement

Number of plants per valve

Information captured when internal employee performs

Remove contractor

Plus numbers 2-5 from above

* + - * 1. Replanting

Plant origination (what nursery)

Initial amount

Information capture for Contractor; if large quantities are to be replanted/ planted

Contractor name

Personnel (first, Last name)

Date of working day

Number of plants planted

Information captured for internal employees

Name

Date

Valve

Number of plants replanted

* 1. Weekly review of forms with Juan Ramon and Juan Manuel
     1. Today’s discussion re: Skills and Certifications for UTZ
     2. Certification
        1. Herbicides
        2. Application issues/ warnings
        3. First Aid
        4. Certifications to be taken; obtain certification
     3. Herbicides
        1. Ability to apply chemical
        2. Ability to use equipment/machinery
        3. Ability to add tractor attachment
        4. Back Sprayer
        5. Other equipment