Organization: Greater Washington County Food Bank

Partner: Jon Schubert

Team Members: Shalini Rao, Blythe Weng, Max Dunaevschi

Project advisor: Professor Barrett

[Project community partner meeting notes](https://docs.google.com/document/d/1GxIlVwTtsn3eNmL2yw0P6RYenS8n_-kTUpjP1brqUG0/edit?usp=sharing)

[Last week's notes](https://docs.google.com/document/d/1ygxIlYhoilhjloxQzycoXbOdLfcf3SD9K1rCGKGMOxY/edit?usp=sharing) (Monday 03/22)

[URL to the team’s project plan (updated on a weekly basis)](https://github.com/mdunaevs/GWCFB/projects/1)

Kanban board on GitHub

Here's the repository just in case: <https://github.com/mdunaevs/GWCFB>

[Comparison Analysis of Solutions](https://docs.google.com/document/d/1-kgnouh3LxsS3MZg4oeAuXxwkWKGIJX4hIX42zQ1qmc/edit?usp=sharing) (to be presented to Jon in meeting Monday 03/29)

Date: 3/28/2021

Monday 29th Meeting Agenda:

* Present our comparison analysis
* Ask for his feedback and ask him to choose one solution (he could need time to think, which is fine)
* Talk about the free trial process
* Discuss fund allocation

Sources:

<https://www.gwcfb.org>

<https://www.foodhelpers.org/>

<https://www.pittsburghfoodbank.org/>

Time Split Overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Blythe** | **Shalini** | **Max** |
| Scanning solution Demos |  | 1.5 hrs |  |
| Synthesize all findings from solutions research | 1 hr | 1 hr | 1 hr |
| Create comparison analysis | 2 hrs | 2 hrs | 2 hrs |
| Additional food bank research | 1 hrs | 1 hr | 1 hr |
| Update project plan/sprint report | 1 hr | 1 hr | 1 hr |
| Create Client Meeting Agenda |  | 0.5 hrs |  |
| Kanban update |  |  | 0.5 hrs |
| MVP Presentation | 2 hrs | 2 hrs | 2 hrs |
| **Total Hours** | **7 hrs** | **9 hrs** | **7.5 hrs** |

**1. Accomplishments Since Last Sprint**

Summary:

This week our tasks were focused on narrowing our possible solutions down to one. We did this by conducting in-depth research on HandiFox, FoodBank Manager, and Sortly and created a comparison chart of features provided by each software. We plan to present this to Jon during our meeting on Monday to see which solution he wants to implement.

* Scanning Solution Demos
  + We contacted two companies for demo walkthroughs of their software to evaluate if they had the functionalities needed by our solution. Shalini met with Sortly and FoodBank Manager for a live demo, in which they walked through the system, explained the key features, and discussed pricing and customer support. She has kept contact with them to maintain a relationship until a decision is made about which software we are going with. (Shalini 1.5 hours each)
* Synthesize all findings from solutions research
  + To prepare for the analysis we spent some time synthesizing all the research we had collected on the three food banks. We wanted to really take our time and look into each one in depth so that we could have an effective comparison. This was mainly for our own benefit, so that we could easily navigate through information while analyzing a food bank. (Max, Shalini, Blythe, 1 hour each)
* Detailed comparison between 3 solutions
  + Since we had narrowed down our solution to HandiFox, FoodBank Manager, and Sortly as possible solutions, we needed to do a detailed analysis on all 3 so that we could present the differences in our meeting with Jon. The detailed analysis included benefits of each solution, price analysis, and feature comparisons. This is important so that we can present the solutions to Jon and he can select the best solution for his scenario. (Max, Shalini, Blythe, 2 hours each)
* Background Food Bank Research
  + We conducted background research by looking into what other food banks use for their inventory tracking system. to see what we can and cannot implement for our scanning solution. We contacted several different Food Banks (Swissvale Pantry, NCMIN, Families Forward, 412 Food Rescue, JFCS Food Bank, SFHB, SFM Food Bank) and asked them questions regarding their current system and which other resources they use to track their inventory. Unfortunately we still haven’t heard back from some of the food banks. From the ones that did reach out to us, we discovered that most other food banks used rudimentary systems like Excel sheets to keep track of their counts. They do not have scanning capabilities in their system and rely on manual counts, which is pretty similar to what GWCFB currently does. Some more continued to reach out during this week, but it was the same result in which they provided little to no information. One Food Bank suggested reaching out to Feeding America and asking them for more information related to software solutions. Max spoke with them, but they did not have any information on what software systems the food banks used. **(**1 hour**,** Blythe, Max, and Shalini**)**
* Sent Jon our proposal
  + We sent Jon our proposal and he approved it! This is important because we are now able to move forward with proposing an existing solution. (Max, Shalini, Blythe, 1 min)
* Create Client Meeting agenda.
  + As part of the PM role, Shalini created a client agenda which was sent to Jon the night before. This was very useful because it led to a more detailed discussion, since Jon was prepared with all the information we needed. (Shalini, 30 min)
* Update Kanban Board
  + Update the kanban board to show our current and future weekly tasks. This is important in helping us stay on top of our tasks. (Max, 30 min)
* MVP presentation
  + We created slides to help with our MVP presentation that we will be presenting in class on Wednesday. We also wrote and edited our elevator pitch/intro and found possible videos we could include as our MVP demo. (Blythe, Shalini, Max, 2 hours)

**2. Blocks and Problems**

Client

* If Jon ends up not liking or not being able to afford any of the solutions presented to him during our meeting with him tomorrow. This will set us back because we have already spent a lot of time conducting in depth research for these final three solutions and we would essentially have to start over.
  + We have already showed Jon features of Handifox Software and he expressed a lot interest in the product
  + Jon also stated that the organization was able to afford HandiFox’s current pricing and the other solutions we plan to present to him have similar pricing
  + All three solutions we plan to present to Jon tomorrow include the features he is looking for in a scanning solution

Team

* Concerned about the scope and timing for MVP presentation. Since the MVP presentation is due in the next few days, we are concerned about what we will be presenting for it. We are concerned about whether our proposed solution satisfies the requirement for an MVP, since we did not explicitly write any code. Our current solution relies on finding an existing solution that can be integrated into our Food Banks system.
  + We spoke to Professor Barret about expectations for it since our solution doesn’t really involve us building anything for it, and he said that we should not be concerned about not writing any code and proposing an existing solution is perfectly fine.
* Rescheduling meetings for the next 2 weeks. It is very important to meet with Jon in the next upcoming weeks because we will soon be deciding on a software solution. These weeks are crucial in ensuring that we really understand what the client wants so that we can make sure we build out the software for his data correctly.
  + We’ve already decided on a new meeting time with him for the next few weeks.
  + We need to have more extensive email/auxiliary meetings with him in the interim instead of pushing questions for the next weekly meeting.
* Jon wants a lot of different features implemented in the scanning system and is constantly changing his mind/adding new features. This is especially important now that we are narrowing down to one solution. We are concerned about Jon not accepting our proposed solutions if they don’t have a feature he wants.
  + We already had Jon list out the most important features that he wants implemented during our last meeting. To ensure that we are all on the same page, we plan on having a final comprehensive comparison of our three top solutions to give to him at our next meeting so he can decide which software is best. He has also already shown interest in one of the solutions (HandiFox), so we know as a worst case scenario we can go with that solution.

**3. Goals / Targets for the Next Sprint**

Summary:

Next week our goals mainly focus on presenting our MVP. This is a crucial turning point in the project, since we will no longer focus on researching solutions, but instead on how we can implement our solution and integrate it into the GWCFB’s system. After this week, we plan to change the direction of our project and begin to work directly with our proposed software solution.

**Priority**

* Present our comparison analysis to client (Max, Blythe, Shalini, 1 hr each)
  + Now that we’ve narrowed down our possible solutions, we are giving our synthesized research on each solution to Jon. We’re going to break down functionality, pricing, scanning capabilities, and support infrastructure so he can make an informed decision on which software will best fit GWCFB’s needs. Since we will not be available for support or maintenance after the project is done, we need to be sure he is satisfied with the solution he chooses and can get help if necessary on his own.
* Nail down a single software solution (Max, Blythe, Shalini, 1 hr each)
  + We plan to narrow down our possible solutions to one single software. This will help us when finishing up our MVP presentation since we can only present one solution. This will also help us move forward with our project since we can start implementing our set solution
* Present our MVP (Max, Blythe, Shalini, 1.5 hour each)
  + We plan to present our MVP to the class on Wednesday. This will lead the project into a new direction/phase, as we will no longer focus on the research aspect, but instead how we can integrate our proposed solution into their existing software. This is an important step in defining new goals for our project during the rest of the semester.

**Admin**

* Update Kanban Board - Since we will have a final solution that Jon has decided on by early this week, we can shift our efforts to building out the solution for Jon to populate with his own data. (Max, 30 mins)
* Create client meeting agenda - This was a successful task from last week that helped focus our meeting with Jon and made it more effective and efficient. (Shalini, 30 mins)

**4. Community Partner Relationship**

We have consistent weekly meetings with Jon Schubert where we ask him questions to help us gain a better general understanding of how the technology of his organization works and what he wants implemented/changed with the system. We have a good relationship with Jon as we meet and communicate on a regular basis with him. He has also been extremely helpful with answering any clarifying questions we may have and is quick to respond to any emails. Lastly, we have established common ground with him that his available hours are from 7am-3pm on week days and make sure to schedule meetings, send emails, etc. during that period of time.

We focused on contacting inventory management software companies to learn more about the functionality and pricing of their products. We had two demos this week, from Sortly and Food Bank Manager, which were our main frontrunners aside from Handifox.

Metrics:

Meeting 10/10 - We clarified more about the placement of the invoice in the taskflow of the new solution. We were also able to get Jon to list his main priorities that he wants from our solution. We told him we were meeting with two other services and would be giving him a comparison analysis for the next meeting.

Responsiveness 10/10 - Jon is fast at replying to any questions we may have between his work hours, so we make sure to get any emails to him in that timeframe. (7am-3pm)

Productivity 10/10 - We create agendas for our weekly meetings so we have a set plan of what we need to discuss. Jon is aware of the plan for the meeting beforehand and comes with information prepared if it’s needed.

Clarity 9/10 - We have pretty much nailed down what Jon wants out of the new solution, but there is still a little wishywashy-ness. Luckily, it’s actually in our favor and is mostly Jon lowering his expectations for what he wants out of the system, and ended up making our search for solutions a bit easier. Since we are presenting him with a comparison analysis in our coming meeting, there will be much less room to change his mind since he can see what each solution is and isn’t capable of.