Organization: Greater Washington County Food Bank

Partner: Jon Schubert

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

Team Members: Shalini Rao, Blythe Weng, Max Dunaevschi

Project advisor: Professor Barrett

[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>

[URL to the team’s community partner meeting notes (updated on a weekly basis)](https://docs.google.com/document/d/1cVLdua9xqoLBsOM9h0fkVfFSzmJjdh9vmpQLIAAuGtQ/edit?usp=sharing)

[**Video Link**](https://cmu.zoom.us/rec/share/6cJX-ENNyU6SBo4pDW_Xo9gQEZ6V8eUFshlKUHfogOL5CUJIhLyNlSQxOgbAByxo.f_Qrm084MARJNPSs)Passcode: Ln8EAUZ@

This meeting was heavy on information regarding the invoice creation process, so we decided to record it for later use.

Date: 3/8/21

Sources:

<https://www.gwcfb.org>

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

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

**1. Accomplishments Since Last Sprint**

* Understanding invoice process - spoke with our client and had him explain how the invoice process works during our weekly meeting (Max, Shalini, and Blythe, 1 hour each)
* Create Project Plan - Create the project plan for weekly sprint (Max, Shalini, and Blythe, 30 min)
* Background research - We looked at various possible software solutions regarding scanning system, inventory management systems, and (Max, Shalini, Blythe, 3 hours each)
* Iterate proposal - Given the feedback from the proposal presentations we updated our proposal (Max, Shalini, and Blythe 1 hour)

**2. Blocks and Problems**

* General understanding of the process of making an invoice.
  + This was solved during our client meeting. We spoke to Jon Schubert and he explained the entire invoice process in detail. We recorded that meeting so we could refer back to it when needed. (Recording linked at top)
* Deadlock because our proposal has not been accepted yet. We can’t move forward until the proposal phase is completed.
  + Once our proposal has been approved, we can hone in on our solution with Jon. We have been speaking in somewhat general terms to ensure we don’t over promise a specific solution, so having a completed proposal will remove that block.
* Need to be more detail oriented in our written assignments. We spoke with the TA about our past assignments and the reason we lost points was because of missing details. Whether it was missing citations, community partner name, or even some information on the questions we would lose points. Some advice she gave us was to just include everything, which is what we will try to do now.
  + We went to TA OH and asked for feedback on how to improve our scores. She explained what we needed to do to improve.

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

* Initialize git repository (Max, 10 min)
* Continue to research existing solutions - We want to continue our research for existing solutions to help better understand what solution we will use during this project. If we come across a solution that we can implement, this will help us reduce the load on the implementation that we need to make. (Max, Shalini, and Blythe 3 hours each)
* Create Kanban board - Create the Kanban board using existing software from github to keep track of items and populate it. (Max, Shalini, Blythe 1 hour each)
* Look into possible hardware solutions - We want to be able to find hardware solutions for the scanning systems (Max, Shalini, Blythe, 2 hours each)
* Revise project proposal - make revisions based on feedback received (Max, Shalini, Blythe, 1 hour each)
* Meet with Jon - Ask for any clarifications, touch base and ensure we are all on the same page (Max, Shalini, Blythe, 1 hour each)

**4. Community Partner Relationship**

We have weekly meetings with Jon Schubert every Friday 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.