# Agenda:

## Project Timeline

**Development**: ends **August 24, 2018** (plan to develop during summer internship)

* Enable the system to manage new employee onboarding
* Manage absence requests
* Manage certifications
* Manage birthdays/work anniversaries
* Manage performance reviews

**Testing**: ends **September 14, 2018**

* Perform user testing with small group of Vancouver office staff
* Monitor performance, iterate on user feedback

**Integration**: ends **October 5, 2018**

* Scale the system out to all BLT employees
* Integrate all existing employee information
* Monitor the system throughout use - fix any issues

## Gathering Feedback

* Setup weekly meetings beginning June 1 (e.g. Friday at 10:00am) to gather system feedback

## Questions for this week:

1. What will the performance review form look like?
2. The system currently holds employee email, first name, last name, birth date, start date, employee group, manager (for performance reviews and absence request submissions) and region.
   1. Which of these fields should be "editable" by the user, if any?
   2. When a new user is entered into the system, which of these will be known fields?
3. Of the employee training material, which is generic to all employees and which is specific to an employee?
   1. Can we organize the required documents by general employee documents/links, employee group specific documents/links and employee specific documents/links?
   2. Do we want to include the upload of employee-specific documents are part of the onboarding process through the HR system?