

Minutes of meeting

Meeting 10-02-2022 09:00 – 09:30

ISJS PROGRAMS



Attendees

ISJS Programs:

- Ivan Sakal
- Saeed Ba Wazir
- Soleil Umwiza
- Jessie van Nuenen

Media Bazaar representative:

- Aleyna Kartal

Notes

During the meeting we used majority of the time to ask questions and clear things up about what is asked from us. Down below I will write some key points and agreements made during the meeting.

One of the agreements was that we would give our leaders email address so the company can contact us with any possible questions or remarks, hereby his email: i.sakal@student.fontys.nl

Agreements

A system to manage employees has the highest priority.

Data stored for employees will be name, address, email, phone number, contact details of spouse, birthday, BSN, function(s) (and role in system), start date and possible end date and type of contract. When people leave the company information will be stored in the reason. Sometimes an employee needs to have certain diplomas or abilities. (languages etc.) There should be an option to filter or search on all data.

Human resources should see employee functions, should be able to hire and fire employees and can take care of contracts. Logistics should have the information about stock and depot management. Sales representatives should be able to request stock. Management should see the employee management (possibly products).

Three shifts: 8:00-12:30, 12:30-17:00, 17:00-21:30. Max of 2 shifts per day per employee.

There should be information stored on products such as: brand, model, price, description, weight, height, width, depth, category, place on the depot (location number), shipment date and possibly who asked for the shipment. Barcode is also an option. There should be an option to filter or search on all data.

Statistics for management should include absents, sick people, employees who work on certain dates and who is present.

Later on we might also add departments.

The system should be understandable for new employees.

Attachments

In the attachments is a full transcript of the interview.