Agenda

# Client meeting

10-02-2022

09:00 - 09:30

Location: Online (MS Teams)

Attendees:

* Representative of Media Bazaar: Aleyna Kartal
* ISJS Programs:

Ivan Sakal (group leader)

Saeed Ba Wazir

Soleil Umwiza

Jessie van Nuenen

Attachments: Interview questions

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| --- | --- | --- |
| Time | Introduction |  |
| 9:00 | Welcome attendees  Introduce the team | We will explain who we are and what we are going to do during the meeting |
| Time | Interview |  |
| 9:05 | Ask questions | We will ask the questions as put in the attachment document. During the interview we might come up with extra questions. |

## Additional information:

We intend on recording this meeting to make sure we can use everything that has been said later.

# Attachment 1: Interview Questions

Are you okay with us recording this interview?

1. What information should be shown to the administration? (elaborate)

2. Is there anything the administration should be able to do beside attendance handling and scheduling, manage depot, viewing re-shelf requests and add new departments to the system?

3. What information should be shown to the management? (elaborate)

4. What can the management do beside viewing statistics and individuals and stock?

5. What information should be shown to the workers? (Should they be able to see certain statistics?) (elaborate)

6. What are things the workers can do with the system?

7. *Last time when we asked about the information you wanted to store about employees, your colleague mentioned name, address, and hourly wages, but she said there was more she didn't know at that moment.* Is there anything else you know of that needs to be stored?

8. What do you want to happen if you remove an employee from the system? -- Do you want to keep the personal information or delete it? *(Save who got removed, keep a list when and who got deleted. If you store it, should it be removed after a certain time?)*

9. In the last interview your colleague mentioned different departments, what exactly do you mean by these departments?

10. I want to clear up one thing about the stock and depot, is the administration responsible for adding products?

11. What information should the products in stock include? (Price, quantity, name, ID, barcode, version)

12. How do you want the employee to be able to search for a product? Shall we add barcodes?

13. In the last interview "viewing re-shelf requests" was mentioned, what do you mean by this? What should the requests include?

14. Who makes these requests?

15. If we find we need to add information to make the system work, will that be a problem?

16. Are there any things that the mother company Jupiter already uses, that you want to include?

17. Lastly, are there any (other) specific features or options we must add or leave out? Things your really do or do not want?

# Notes

1. Managing employees and stock. Employees is number 1. Later on information about the management as well.

Attendance, scheduling etc.

See and assign their roles, what they are doing. Be able to search for them and

Data stored: phone number, name, address, email, contact details spouse, birthday, bsn, function/role (more than 1), when did they start working and possible end date. Store reasons people leave the company. Before they start at the company they check somethings like languages and diplomas. Type of contracts.

1. Want to have information about employees, new ones existing ones. Manual schedules for now, later on automatically. User roles in the system. Stock.

Information about stock: products they have and new ones.

Kind of departments: human resource (HR manager: hire employees, fire them etc.), customer service department (sales representatives: when a product is sold ask new ones to the depot worker), security and logistics. Later on departments administration. Only sales representatives can do re-shelf requests. (depot worker is in logistics department and can see the stock etc.0

HR should mostly see employee function, logistics wants information about depot management and products, security doesn’t have anything right now. Sales representatives should be able to order more stock.

Management should be able to see statistics about employees (individual, search for them and say information from earlier on and be able to adjust it), have overview of how many employees are working, sick, attendant, seeing how the company does function regarding employees. Add data, edit it, delete it.

Work shifts: 8:30 till 21:00 opening. Workers 8-21:30

8-12:30 , two more.. breaks get paid. Not more than two shifts on a workday.

Depot is in the same building. The products in store and depot/warehouse.

Manager sees how employee management is going, would be nice to be able to see the products.

Products are categorized.

Products: model, brand, price, description, weight, height, width, depth, category, where is it in the depot (location number), shipment date, who asked for the shipment.

Administration should mostly have insights. Managers can see everything. Hr management should see employee stuff, hire, maintain contract etc.

sales representatives should be able to request restocking to depot workers (logistics department). Depot buys products from supplier.

Search for product from barcode or product id (maybe both). But also able to filter on other data.

Make sure new employees are able to work with the system.

Later on departments management.

Search employee also be able to do on different features.

Prioritize employees and after depot management.