Underguard Project Meeting Minutes

Thursday, January 17th 2013, 12:45 pm

**Attendees:**

*Implementation Team (alphabetical):*

William Matheson

Jamal Rahhali

Brandon Richard

Richard Sayat

*Client:*

Andrew Mooney

**Agenda**

1.) Ask Client general questions.

2.) Ask Client questions arising from the draft Use Case Diagram (UCD) and the draft Entity Relationship Diagram (ERD) for the new system.

**Action**

1.) Ask Client general questions.

Client (hereafter AM) asked to see minutes from last meeting (January 10). Going forward, going into each new meeting we will have the minutes for the previous meeting printed out. Going into the very next meeting, we will present these minutes plus the minutes from January 10.

AM clarified:

* Company name is “Underguard 2.0”.
* There will be two desktop systems, an Ordering System and a Manufacturing System, working closely together:
  + There is simply one “employee” user who can access both systems. There is no login in the first version, as only the Client will be using it.
  + The ordering system will include entering and changing customer information and placing orders (an employee might enter information while on a phone call).
  + The manufacturing system will include calculating the time to fulfil an order and finding the parts and quantities of parts needed, as well as maintaining “inventory” of materials and adding/editing products. Order statuses will be recorded in this system: It will start with an order that tells what products are to be made, and then go through materials and the timeframe, basically recording the entire process of garments being made.
* The company doesn’t carry inventory (everything is made to order), but does carry materials (with established minimums of each: say it is 10,000 grommits, once there are 999 or fewer grommits, an order is placed for 10,000 more).
* The first e-mail generated will be an order confirmation: listing what was ordered along with a timeline for delivery. When new materials are needed, e-mails are sent to suppliers to initiate orders of materials.
* The first version of the web system will only be information going out - e.g. product information, but later we will integrate a full e-Commerce system into this application. Michael Crocker will be our team lead for the e-Commerce portion of the project. Among the other things that will be defined, the users will be able to create accounts on the site.

2.) Ask Client questions arising from the draft Use Case Diagram (UCD) and the draft Entity Relationship Diagram (ERD) for the new system.

AM examined our UCD.

AM noted:

* We need to include a way to add/change products. (We were aware of this but it wasn’t included on the ERD printout we had on hand.)
* We need a way to tell the system what parts are needed for products.

AM examined our ERD.

AM noted:

* There will need to be a join table joining parts and materials since that is a many-to-many relationship.
* A customer is a company, but will have a contact person.

**Adjournment**

Meeting adjourned 1:10 pm

**Notes**

Following consultation with the project manager on February 7th, we noted that there is a minimum parts inventory and that the suppliers need to be e-mailed to order parts.