Butte Emergency Food Bank
Feb. 19 (Wednesday) 11:00-11:50am
MUS 206

Attendees:
 Nikki Espinosa, Student, JEspinosa@mtech.edu
 Kathy Griffith, Executive Director, buttefoodbankmt@yahoo.com
 Jesse Lieberg, Student, JLieberg@mtech.edu
 Celia Schahczenski, Manager, CSchahcenski@mtech.edu
 Darlene Smith, Volunteer - Client Intake, darnden@bresnan.net
 Sharon, Volunteer – Data Input
 Elissa Mitchell, Board of Directors, elissa.m.1974@gmail.com

11:00	Introductions	Celia Schahczenski

11:05   Requirements Engineering Process   Celia Schahczenski
- What is meant by requirements and why we develop them
- Requests

     Celia described that the output of this process will be a
 document, not software. This document will focus on
 "what" the software should do, and not "how".

11:10   Business Objectives, Vison and Database Name   Celia Schahczenski

     Decided on some software objectives, such as having
 historical data. This data includes client stats on their start
 dates and demographics such as family size, veteran status,
 disabled veteran status, over the age of 55, children's ages
 (maybe save DOB, starting when this software is
 implemented), income sources, rent cost (sometimes, unable
 to get this from clients, but still desired), disabilities, ssi,
 food stamps. The software should also allow historical data
 report generation, inventory control and reports, tracking of
 food income/donation, tracking food goes out in certain box
 sizes (1, 2, or 3) within a certain timeframe (in order to
 predict what how much will be needed in the future).

     The name for the software will be: FRED (Food, Resources,
 Expenses, & Delivery)

     The vision statement was stated as: For food bank
 volunteers who process client in-take, receive food, and
 distribute food, the FRED is a database that provides
 information to better serve our clients and report to donors
 and the board. Unlike the current method with a database
 and spreadsheets, our product is a single point of access.
 The name FRED – Food Resource Expenses and Delivery
 was agreed upon.

Business Objectives:
- Have history on data to pull
- Create reports showing that history (clients using food bank, size of families using food bank, start date, general demographics – veterans, over 55, disabled veterans, children (ages), income sources, disability, ssi, food stamps, how much food went out, various sizes of boxes)
- Inventory control and reports
- Tracking food donations and outgoing food

Right now they keep donation on a log sheet. Each day the warehouse people log things onto the sheet and each week that sheet is take and entered into a spreadsheet.

Example entries:
Walmart donated, 300 lbs. meat
Walmart 10 lbs. produce.

There are about 10 vendors they get donations from and several categories of food: groceries, dairy, meat, bakery, etc.

Food drives are another source of donated food. The food bank typically gets 13,000-40,000 lbs. from a food drive.

If this process was going to be computerized, this logging process should only be a single screen and should be very basic. Other information should not be accessible.

Other food is purchased. Purchased food will be tracked via Quickbooks, and will not be part of this system.

The food donated for "Community Meals" should be tracked. Also donations to "Mining City Christmas" and the Rescue Mission" should be tracked.

Perishable donations go right back out and are not kept in stock. Non-perishables, may be held over. It would be good to track all donations.

The system should track inventory. For each distribution day there would be a beginning and an ending inventory. This information could be used to forecast when and what food needs to be purchased.

11:30   Database Environment   Jesse Lieberg

Jesse walked through a possible environment for the proposed software. It was decided that food donations should be part of the new system so that an accounting can be made of both food coming in and going out.

Donation System SHOULD be part of the environment, in order to:
- track the separate weights for donated produce, milk, meat, baked goods, and groceries, and who it's donated from.
- make sure all perishables go out.
- prepare for community meals.
- donation drives. We decided these are needed in the database to track vendor source and (food?) category, but not money donations.

"Administrator" should be called "Director" probably.

The "Funding System" box will change to "Financial System" and it will remain outside the system and with no communication with the system.

A Wish List for software functions:
- How many boxes are left of cheese, toilet paper, etc.
- What needs to be ordered next month if no "bargain"
- How much is going in and out on average each month

The remainder of the eco-map diagram looked ok.

11:40   Features of Database   Nikki Espinosa

Nikki showed the features which we anticipated. Along with each feature are some use cases.

Security features are needed. The user interface should not show the contents of the database to volunteers. Volunteers can basically see and operate from one page.

Validate client info feature – Needed in order to "re-certify" clients but the first time a client registers with the foodbank, they simply bring in their social security, proof of address, and other documents, which are verified by hand by the customer service volunteer.

Record box pickup – If they do pick up the box they called ahead for, then their new date is set to the current date and they must wait 30 days before picking up another. If they do not pick up the box they called ahead for, then their date is restored to the previous date, and the client can pick up another box any time. If a family frequently says that they are going to get a box, but doesn't, volunteers may make a note in the db about that family.

Verify box request – The waiting period is 30 days, not simply the same day the next month. The system should trigger when a box request is made within 30 days of the last pickup. The volunteer should be allowed to override this and allow some boxes to be given within 30 days.

Delete client info – This is done occasionally, after a certain period of inactivity. Clients who haven't picked up a box for over 2 years are typically deleted from the system.

Generate daily box summary – The warehouse volunteers use this to fill the right number of boxes.

Few people have access to the entire database. There may be many different "actors" for the system.

11:50   Next Meeting, Creating Use Cases (Scenarios), Feb. 26th,   Celia Schahczenski