

**hrDate:** 09/09/2014

**Time:** 10:30 A.M. to 11:30 A.M.

**Present:** Kathleen, Marissa

**Clients:** Ms. Partridge-Brown and Ms. Sandler

### **Client Meeting #1**

#### **Purpose for Program:**

- Keep record of and update inventory of store, customers, and donors

#### **Details for Customers:**

- Customer profiles needed – name, address, # of members in household, any children, referrals/referred by
- Record who is a repeat customer
- Record how many and which items each customer receives
- Able to view those records/history of customers

#### **Details for Donors:**

- Donor profiles needed – name, address
- Record how many and which items were donated for tax purposes – print receipt
- Able to view history of items previously donated by each donor

#### **Details for Inventory:**

- Should be able to highlight/search inventory by item, size, and/or color
- Option to apply a value to items in inventory (similar to The Salvation Army/Goodwill)
- Able to view history of inventory

#### **Other Details:**

- Needs dates for all transactions
- Should be able to look up info. for grants/collection drives (i.e. "...distributed 6,000 socks and 5,000 coats in January 2014...")
- Warning message for customers who receive more than 6 to 8 items, or 2 to 4 house-ware items, per month (can be subjective)