Client Meeting #1 Notes
9/12/13
Attended by: Dr. Meg Fryling, Ryan Egan, Julian Thomas, Shannon Pfohl

Purpose for Program:

Keep track of hours for billing purposes (overtime or to keep track of agreed upon hours on a project)

Make sure team members are spending enough time on projects

Keep up with attendance

Evaluations used for promotion purposes by administrator

What we need from Dr. Fryling: Documents currently keeping track of this information

Details for Meeting Trackers (client and team):

Keep track of date and time of meetings

Clock in and clock out time spent at meetings this will keep track of how long the meeting was

Individuals will clock in their own time so team leaders and supervisors can see attendance and if someone was late

Comments/ Notes section for what happened in the meeting, also to show what tasks have been accomplished

Two different meeting trackers, one for team meetings, one for client meetings. Both will be similar to one another.

Details for project time tracker:

Different sections for each project

Might say who is in charge of what within the project

Another time tracker that tells the amount of hours spent on each project

Comments sections to keep track of what was accomplished during the hours tracked

Details for Evaluations:

Section for team leaders to make evaluations on team member

Team members will not be able to see these evaluations

Hour Tracker:

Shows all groups the average amount of time spent on projects

Other Details:

Will need logins

Looking for a hierarchy for access Administrator > Team Leader > Team members

Team leader and above sees team members times but team members cannot see other team members information

Hierarchy allows team leader to give approvals to times recorded by team members once they submit them. Once approved it will lock the time recorded. (Might want to make this a weekly or monthly event)

Evaluations will be made and seen by team leaders and above only.