Initial Meeting: Tuesday September 9, 2014, 10:30-11:30am
Attendees: Anna Grant, Ryan Martin, Mary Partridge-Brown and Roberta Sandler

Notes

- need program to keep track of customers' item history
- potential creation of database to store inventory and customer profiles
- program to be created for use on a laptop
- laptop subject to be stolen (web based program independent of device would be ideal)
- discussion of current process:

donors bring bags/boxes of items which are then sorted through for quality check

if donor requests a receipt an itemized list of all items is created

all bags brought in are given both a weight and dollar value for records

some of the items go to the store, some are pushed to other charities

due to abundance of incoming and outgoing donations, inventory is not closely kept

items in the store are available for customers to take (customers may be regulars or walkins)

customers are subject to 6-8 items per month (some circumstances do not strictly limit to 6-8)

"hot items" are kept track of to ensure they are being distributed appropriately and not abused

Potential Ideas for project:

- profile page for all customers who come in--this could be in the form of a data entry page with fields for name, address, family situation, agencies they may be working with, specific help they are looking for (an apartment? a drivers license? etc) once the profile page is created a monthly history of that persons store activity could be kept
- database with tables for items* as well as history and details of customers--items can have an entry page as well, when they come into the store they can be entered into the system to keep track of inventory, this can be done with as much to as little detail as desired… can enter color, size, gender, photograph, location in the storage room, value amount associated with the item, who donated it and when (for receipt purposes)

*database items would only be items kept for the store, not all items that are donated

- web-based so potential for multiple devices and people to be entering/accessing data at the same time

Next steps discussed:

- Mary and Roberta to send details about current and desired processes of the store to best understand how we can provide an automated system without adding more work in data entry
- No access to video communication so phone/in person meetings will be used