

Upper Allen Fire Department Meeting Notes – Feb. 5, 2003

The first objective of our meetings with the organization was to get an accurate portrayal of the existing purchase order system that was currently being used by the Upper Allen Fire Department, and then offer suggestions of how to computerize a system that would be more efficient and effective.

In our first meeting we were introduced to Don Roseth, the man that currently takes care of all the Fire Department's purchase orders. Don told us that he knows the current paper system very well, but he feels that a new automated system would greatly reduce his stress. He then proceeded to tell us about the current system that is in place, and allowed us to each see the slips and purchase orders that are used. He also gave us each a packet that with all of the purchase order procedures that are taken now to utilize the current system. The main improvement that our system should provide over the current paper system is purchase order integrity; each purchase order being filed should be complete and accurate.

As Brian is already in charge of maintaining the computer system at the fire department, he was able, during the first meeting, to show us first hand how the network is set up. This confirmed our notion that there would be adequate technology in place to provide a system to the UAFD without the cost of server upgrades or software purchases.

Right now our group feels that this project will be very challenging in the fact that we think we can make a very basic system that will suit all of the UAFD's needs rather quickly, but then add many more features to the system with new releases. We do know from discussions with Don that the system that we will be constructing will not need to be accessible through the web, but we may offer advice as to the ways that they could integrate the system into the Internet if they ever decide they would want to. We were told that Don will be the main user of the system and that some sort of security measure should be in place to prevent unauthorized use of the system. Our group realizes that our main focus at first is going to need to be to make a system that will be very user friendly, and still provide the fire department with all of the necessary functions.

Unfortunately we were only able to have one meeting with Don due to inclement weather conditions, but we are very confident that we will be able to offer Upper Allen with exactly what they need and even provide them bonus features within the system that will improve their business practices.

Upper Allen Fire Department Meeting Notes – Feb. 9, 2003

Our next meeting took place in the computer lab of Kelly residence on campus. Here we discussed our previous meeting, possible features, team roles and file management logistics. We decided to use an online network drive (www.xdrive.com) because Brian is off-campus and would need access. In addition, we worked on our first status report in preparation for our meeting with Professor Nejme on Tuesday.

Upper Allen Fire Department Meeting Notes – Feb. 12, 2003

We met again as a group to further define team roles, work on rough sketches of the UI, and assign tasks for Milestone 1. We also discussed system functionality and possible incremental versions.