# **Client Meeting 9/28 Notes**

* Details
	+ Met at Ronald McDonald House at 435 Limestone from 2:30-3:30.
* Their Current System
	+ Website hosted by Weebly
	+ Use offsite Take-a-Meal for meal scheduling
	+ No current database on the server – have written record of volunteers
	+ Contracted graphic designer and marketing department use website. Graphic designer manages website
	+ They pay for their server
	+ They use an Outlook calendar for service project scheduling
	+ Volgistics hosts regular volunteer database
* Current Problems
	+ They are using email correspondence to schedule events- this is inefficient
* High-Level Goals
	+ Make a standalone meal scheduler similar to Take-a-Meal
		- Use Take-a-Meal as a template but a calendar view is preferred. Take-A-Meal is too information-heavy.
	+ Use a calendar format for ease of view
	+ Keep our scheduling app separate from the main site
* Short Term Goals
	+ Set up service project scheduling
	+ Most immediate goal is calendar
	+ We may be able to put their Outlook calendar right on the website
* Long Term Goal
	+ Set up a web client to schedule service projects and meals
* Desired Functionality
	+ Have a brief overview of the types of service projects with a “more options” click so volunteers can see what to bring, etc. Maybe we could use a drop down to achieve this.
		- She will send us an email template
	+ Goal is to have a little tidbit for all of them then you can click to go into more detail about a single one.
	+ Have an online cancel option with a notification (ie the RMH gets a notification if someone cancels)
	+ It should send a reminder email. RMH will determine time interval.
	+ Cancels can be done online up to 72 hours before the event. After that they must be done over the phone.
	+ Cancels/ signups must be confirmed by Mary Friend.
	+ Add a waitlist/queue for signups
	+ Limit a service project to X number of people
		- Display “this many” spots available on calendar
	+ Blacklist repeat no-show offenders until they work something out with the RMH.
	+ Have a login/signup on the web client