

Minutes of Meeting

Client Name	Rich Prints Pvt Ltd.
Project Name	On-line Order Operation System.
Date	27-Dec-2019
Attendees	Rich Prints : Tushar Shah & Sakshi Surana Thinkinno: Hiren Acharya

Discussion Summary

The Objective of the meeting was to understand the requirement to develop an Native Mobile application for Android and Web Application for the back end office operations. The application is to be designed for the on-line ordering of the Food Packaging products which are used by the Hoteliers and Food retail outlets.

Discussion Points:

1. Client manufactures the food packaging products for the Pizza Delivery, Sandwiches etc.
2. The Multiple packaging products and their prices will be added by the client.
3. Prices of the product will be different for different states and for different amount of quantity of order.
4. Manufacturing of the product is done centrally and distributed in 3 other states apart Maharashtra.
5. Client is interested to start the on-line order system in Mumbai on the pilot basis for a month and then want to extend it to all other states and then pan India.
6. Currently it will be implemented in Mumbai but need to keep the option to open branches for pan India.
7. An on-line Native Mobile application is required for Android for now and later will plan for IOS.
8. Customer of the client will pay only via on-line payment options like Debit Card / Credit Card/ Google Pay / Paytm and all other possible on-line popular wallets.
9. Client wants us to fetch the details for the charges charged by various on-line payment gateway and will decide later which gateway to initiate for the customer on-line payment.
10. The Native mobile application from clients registration to book the order and view till the delivery confirmed are as follows.

10.1. Customers registration.

10.1.1. Enter Name

10.1.2. Contact details (Delivery Address & Billing Address)

10.1.3. Auto Google pin is assigned and saved to the customers address which helps to schedule the planned delivery via Tempos. (possibly on the pin-code)

10.1.4. Send OTP by the system.

10.1.5. Enter OTP by the customer.

10.1.6. Customer Registered

10.2. Customer booking the order.

- 10.2.1. List the details of the product with their minimum quantity to be booked.
- 10.2.2. Select the multiple products and quantity.
- 10.2.3. Generate a PO (Purchase Order) Number (Which is to be traced till the product is delivered.)
- 10.2.4. Pay the total via
- 10.2.5. Send Order details on WhatsApp & Email.
- 10.2.6. Send PDF receipt via email.

10.3. Customer can only book those products which are available in the stock.

10.4. Status and Stock is updated by the warehouse manager on the daily basis.

10.5. It will show out of stock for the unavailable stock.

10.6. Order Delivery

- 10.6.1. Select the delivery by the unique PO (Purchase order number)
- 10.6.2. Click "Delivered" once the products are delivered safely.
- 10.6.3. Delivery procedure will be done by the tempo person who is authorised for the delivery travelling in the Tempo.

10.7. View delivery status.

- 10.7.1. List the pending purchase orders.
- 10.7.2. Click on the PO number
- 10.7.3. Display the delivery status as follows.
 - 10.7.3.1. Order Confirmation
 - 10.7.3.2. Package in Progress
 - 10.7.3.3. Transit
 - 10.7.3.4. Delivered.

10.8. Send notification for all the above four delivery status via Email and Whatsapp

10.9. Packaging products will be delivered to the Mumbai based warehouse from the manufacturing region.

10.10. Later on the application will be made available for pan India covering the warehouses of the client all over India.

10.11. Customer ordering is restricted according to their respective City limits.

10.12. According to the order placed from all over Mumbai the tempo will be scheduled for the delivery.

10.13. Delivery of the products via tempo will be scheduled and planned with the help of the pin-code or Google pin.

11. Order status and their workings.

11.1. Order Confirmation - Order confirmation is when the customer books the product on-line and does the payment on-line.

11.2. Package in Progress. - Once the Payment is done it will be shown at the warehouse for the delivery. When the warehouse manager makes a batch of delivery and picks up the order for the next day delivery the status is changed to Package in progress. This

“Package in Progress” status will be shown simultaneously to Customer, Warehouse team and the Back office team.

11.3. Transit - Once the batch of products are loaded into the tempo for the delivery the status is changed to the “Transit”. This status will also be shown simultaneously to Client, Customer and the Back Office team.

11.4. Delivered. - Once the actual delivery is done and the status of the order is changed to delivery by the tempo person via Mobile app. The order will be shown as the delivered to the warehouse manager and the back office team.

12. Client is interested to integrate the following with the Tally Software.

12.1. Customer Invoice

12.2. Customer Payments

12.3. PO (Purchase order raised by the warehouse for their stock purchase.)

13. Order Cancellation and the goods return in case of damage will not be the part of the application in the current situation. This process will be handled by the client team manually from the back office.

14. Stock Maintainance

14.1. Stock ordering from the manufacturing department to the warehouse is currently not the part of the application.

14.2. Stock will be maintained by the warehouse but will not involve the price.

14.3. Stock will only be added to get the figures of the product available for delivery.

14.4. Sale price will be included for the on-line sale.

14.5. on-line sales figures are to be calculated and displayed on the dashboard and can take out the reports as well.

15. Offers & Discounts

15.1. Offers for the Customers will depend on the stock availability in the warehouse.

15.2. The Offers can be changed in the quantity of the stock for the same price depends on the access stock availability in the warehouse.

15.3. If the stock goes less than the reorder or danger level the stock will be maintained by the back office for the warehouse.

15.4. The offers for the customers giving bulk orders will be consider in phase-2 of the application development.

16. Dashboard Display.

16.1. Quantity of the Stock of the products in the warehouse.

16.2. Reorder Level (change in the colour of the Stock if it comes below reorder level)

16.3. Danger Level (change in the colour of the Stock if it comes below danger level)

16.4. Total Sales for the year.

16.5. Total Pending Sales orders

16.6. Total Sales (Daily)

17. Dashboard will be same for the warehouse and back office.

18. Reports.

- 18.1. Daily Pending Report
- 18.2. Daily Sales Report
- 18.3. Stock Report
- 18.4. Customer Business Report

Deliverables from Thinkinno:

- 1. Send MOM by 02 January 2020
- 2. Make the feature list & (SOW) scope of work with duration for the application.

Deliverables from Mr Tushar Shah.

- 1. Approve the Scope of work (SOW) and quotation.