

Meeting Two Group Two Minutes

Date of Meeting: 24 January 2017

Location of Meeting: Library 111

4:00pm Meeting Called to Order

Roll Call of Attendees: Cory Kroes, Jordan Gagnon, Adam DeWeese, Christopher Hartwig

Introductions

Design Questions:

1. Does every section on the form need to be accessible at all times? Is the form completed section by section or is it just bit by bit as they move through the site? The evaluator checks boxes as they go through the evaluation. There is no particular order in which they have to check each box.
 - a. We could have each section contain within tabs, where the user could click on the tab and bring up that section so they could complete that section as it comes up.
 - b. We could also have condensed sections on a single page, so that they could expand each section as they make their way through the evaluation.
2. How often does the PWSID number change? It is the same year to year it could rarely change. It needs to be at least 8 characters and does not typically contain numbers.
3. Does the notice have to be printed out on the form? Yes.
4. How often does the other box get used? What type of things are in other? It needs to be there to give the reviewer the option to check if none of the other boxes apply. An example of an 'other' item is flooding.
5. Can Section C be filled out by hand on the sheet that is printed out? Section C needs to be a text entry that is able to be captured into the database.
6. Is the Corrective Action Date the same as the Date of Assessment? They use the Corrective Action date only if the reviewer finds something wrong with the site. This is a date that gets chosen by the reviewer.
7. At what points during the inspection do pictures get taken? Pictures would have to be taken throughout the entire inspections. We would also have to be able to print out the pictures, or at the very least be able to keep track of what form the pictures belong to.

Meeting Adjourned at 4:21pm