

## **Accommodation, Catering and Events**

### **Scheduled Projects Review for 2016-17**

#### **Minutes of Meeting held on Wednesday 16<sup>th</sup> November 2016**

Attendees: Ian Macaulay (IM), Scott Moncrieff (SM), Andy Stewart (AS)

#### **1. Meeting Objective**

To review the scheduled projects relating to firstly the Cashless Catering Upgrade and secondly, Delivered External Catering

#### **2. Cashless Catering**

IM advised that Accommodation Catering and Events are continuing to push UniPay for enhancements

With regards to the functional changes to be incorporated

##### **2.1. Promotion and Loyalty**

2.1.1. Requirement to directly market services to individuals at school level and require a relevant location code to be utilised. UniPay have confirmed that the existing 6 character field cannot be extended to accommodate UoE organisation hierarchy coding.

In addition, the required information may not be present on the card system.

Requirement to determine if UoE can determine a coding solution

**Action: AS to discuss with IS Apps Development Team to establish feasibility**

2.1.2. Requirement to utilise individual's 'date of birth' to reward card users on their birthday. There is the requirement to determine if the university data protection policy will permit this

**Action: SM to consult with Records Management and Student Systems**

##### **2.2. Additional User Security**

2.2.1. Requirement to transfer individuals photograph to enable facial recognition at the point of sale terminals. Further noted that there is the requirement to ascertain if the host system can determine if a photograph only has been changed. May be the requirement to include the photograph as part of the change process.

There is the requirement to determine if the university data protection policy will permit this and determine

**Action: SM to consult with Records Management and Student Systems**

**Action: AS to determine process associated with card system photograph change**

2.2.2. Requirement to determine if it is possible to Increase polling for changes. UniPay have confirmed that for photographs, only changes can be accepted

**Action: AS to discuss with IS Apps Development Team to establish feasibility**

#### **3. Delivered Catering External**

IM advised that as a result of activities, noted below, still to be completed, it would not be possible to commence this project within the current academic year and as such be moved to 2017-18 as a possible project

- 3.1. Business plan has still to be completed and forwarded to the board
- 3.2. Requirement to complete a requirements specification for a tender process, noting that the invoicing option would be out of scope at this time

**Action: AS to update the Accommodation Catering and Events programme plan regarding the decision to delay the project to 2017-18**

#### **4. Next Stages**

- 4.1. SM / AS to report back findings to confirm the project deliverables are viable
- 4.2. AS to determine availability of IS Applications Personnel
- 4.3. On the conclusion of the above actions, IM to consult with UniPay regarding potential development time slots