 [your client’s logo]

**Wayback Public Library**

**New Information System**

**Client Meeting Minutes**

**date**

**Attendees:**

Client: Head Librarian WPL

Capstone Team: *list of names and roles (e.g., Team Lead, Tech Lead, Faculty Sponsor)*

**Objective(s):** Understand conceptual data model based on project vision and activity diagrams

**Issues and Action Items**

|  |  |  |
| --- | --- | --- |
| **Issue / Action Item** | **Owner** | **Due Date** |
| Design ERD and database schema |  |  |
| Design CRUD user interface screens |  |  |
|  |  |  |

**General Notes**

* **Domain model scope:** Agreed that domain model needs to support business processes for Add Item, Checkout, and Check-in processes/epic user stories. This will be a conceptual data model for the new WPL lending library information system, which will replace the current fully manual operational environment.
* **Key types of data:**
  + **Items in the collection:** As a lending library, the items in the library’s collection are at the heart of WPL’s lending library mission.
    - Items come in many types—books, magazines, video discs, audio recordings, video games, and so on. Currently, each item is recorded in a manual file, including the item’s title, author(s), publisher, publication date, Library of Congress number, acquisition date, cost, item type, branch library assigned location, and shelf location in the branch library.
    - The librarians recognize that much of this data is redundant for items of the same title—for example, every copy of *War and Peace* is defined as having the same author(s), publisher, ISBN number, and publication date. But the other data elements can be different for each copy. So the library would like to organize the data to eliminate these redundancies, with each copy associated to an item definition.
    - Each copy also needs to be assigned a type. Types include those listed above, but that list can grow over time—for example, at one time there was no such thing as a “video game” item type. Each item type determines the length of time in days that an item of that type can be checked out. It also determines the fine per day when items are checked in late.
    - Items may have multiple authors. We should be able to record each author’s name and other contact information. When an item has multiple authors, we need to be able to list the authorship order for the first, second, etc. authors for that item.
  + **Libraries and librarians:**
    - There are several branch libraries at different addresses across the city, with a couple of new libraries set to open over the coming years and one other library set to be closed to make way for an urban renewal project. Each branch library can contain every type of item in the library system’s collection. Every copy is assigned a “belongs to” library branch, which can change over time and needs to be tracked. Each branch may have several librarians working at it at any given time.
    - Note that each librarian is assigned to a specific library branch at any given time—in fact, librarians can work at multiple branches over time. However, for this system, it is only necessary to track the current library branch a librarian is assigned to. We want to track each librarian’s name, contact data, and level (list of titles: “Head Librarian,” “Branch Manager,” “Branch Librarian,” and “Trainee”). Every librarian except for the head librarian reports to another librarian.
  + **Patrons and memberships:**
    - Each library patron needs to be tracked with name, fines owed and paid, and items currently checked out. Each patron is added to a membership that has a start date and an end date (the latter of which is not specified up-front) and the patron’s current contact data.
  + **Checked out items:**
    - We need to track all item checkout and check-in transactions. Items are checked out to a specific patron. At checkout time, we record the checkout and due date, which depends on the item type per the discussion above. We also note the librarian who facilitated the check-out transaction.
    - When items are checked in, the check-in date is recorded and an item fine if the item is late. If the item is checked into a different library branch than it is assigned to, then we need to record where it is actually physically located in order to determine if it needs to be put on a truck to return it to its assigned library.
  + **Miscellaneous notes:** The team agreed that every record in every entity should be able to be “soft deleted” using a flag. Exceptions to this are entities where the “end” of a record is indicated by an end date.