Developing an official WeChat account for online orders

I. INTRODUCTION:

A. The impact of COVID-19 pandemic

B. Background on the health issues during COVID-19

C. The need analysis of developing an official WeChat account for online orders

D. The purpose of this report

E. The method of gathering data and brief description of data sources

F. The scope of the report

II. Data Section (Body)

1. Procedure

1. personal interviews

2. online survey

3. shareholders’ meetings.

B. Data Section

1. Statistics revolving the need to keep social distance during the COVID-19 pandemic

2. A local analysis of the impact of COVID-19 (How many people are still infected)

3. An estimation of “ what will happen if we don’t keep social distance”

4. The amount of people will visit Letea per day (approximately, based on observation)

5. Data retrieved from personal interviews

6. Data retrieved from online survey

7. Data retrieved from shareholders’ meeting

 C. Solution

1.Proposed Solution

 a. Developing an official WeChat account for online orders

 b.Create physical barriers between employees/clients during pandemic

D. Limitation of the proposed solution

 1. the potential drawbacks to online ordering

 2. cost analysis

E. Areas of improvement

 1. based on research results of how small business (boba tea business) can operate well during the pandemic.

III. Conclusion

1. Summary of Findings
2. Overall Discussions of Findings
3. Recommendations