***Marmora Hardware***

***Client Meeting Minutes***

**Date:**  04/22/23

**Time:** 5:00PM - 6:30PM (Total Time: 1.5 Hrs)

**Location:** Marmora, New Jersey

**Head of meeting:** Chris Ricchi

**Minute Taker:** Chris Ricchi

**Attendees:**

* Christopher Antolini (Client)
* Chris Ricchi

**Agenda Items**

* Feedback and suggestions from the client:
  + Christopher Antolini expressed his satisfaction with the website's essential features and was pleased with the overall design and functionality. He did provide a few suggestions for improvements and additional features, which included: Implementing a search function for products on the website. Adding a product comparison feature allows customers to compare specifications and prices easily. (maybe in the future)
* Concerns or issues identified during the demo:
  + The client did not identify any significant concerns or issues during the demo. Some minor suggestions were discussed for improving the user interface, such as increasing the font size and adding more whitespace to improve readability.
  + Regarding sales: we have decided not to use online payment services. Instead, customers can browse our products online and generate an order code. They can then bring this code to our physical store to complete the payment process. We believe that this approach will provide a more convenient and secure payment experience for our customers.
  + During our discussion, we also discussed the possibility of implementing a customer account system. This system would allow customers to create accounts, which they can use to track their purchase history, save their shipping and billing information, and receive exclusive promotions or discounts.
  + Furthermore, we discussed the potential for online scheduling. We plan to set up a database to allow the store owner to quickly create an employee schedule, including work shifts and hours. This will help us manage our workforce more efficiently and provide better customer service.
* Plans for employee training:
  + The client expressed interest in providing training for their employees to ensure a smooth transition from the old system to the new one. They would like access to training materials and resources that can be used to train employees at their own pace.

***Marmora Hardware***

***Member Meeting Minutes***

**Date:** 04/11/23

**Time:** 4:30PM - 5:30PM (Total Time: 60 mins)

**Location:** D017

**Head of meeting:** Chris Ricchi

**Minute Taker:** Van Nguyen

**Attendees:**

* Kyle Antczak
* Chris Ricchi
* Chris Bakley
* Van Nguyen

**Old Business**

* Start researching and implementing milestone #4

**Agenda Items**

* Discuss necessary revisions after the milestone #3 report.
* Debate on whether to eliminate online payment options, and instead modify payment functions to allow customers to receive a receipt after ordering online, and pay in-store.
* Revise database for managing employee work hours.
* Adjust font and product display on the website by HTML.
* Assign work tasks to team members.

**Next Meeting Agenda:**

*Our next meeting will be held on 4/21/2023 at 2:30PM.*

* Talk about how the demo work

**Date:** 04/21/23

**Time:**  2:30PM - 4:30PM (Total Time: 2 hours)

**Location:**  F 115

**Head of meeting:** Chris Ricchi

**Minute Taker:** Van Nguyen

**Attendees:**

* Kyle Antczak
* Chris Ricchi
* Chris Bakley
* Van Nguyen

**Old Business**

* The proposed project for Marmora Hardware, a demo, would be a presentation of the online management and database system to the client. The team has added the feature to print a receipt after the customer places an order, which will be printed.

**Agenda Items**

* Talk about demo
  + The team has completed the final demo and is ready to present it to the client.
  + Discuss the layout of the services pages. Instead of dividing products into separate groups, all products will be placed together on one page, with specific product categories indicated by text and specific sections.
  + Discuss how customers can receive their receipts online via email, which they can then show at the store to make a payment..

**Next Meeting Agenda:**

*Our next meeting will be held on 4/25/2023 at 4:30PM.*

* + Demonstrate how the online management and database system works.
  + Plan to meet with clients and present the demo milestone #4 in class.
  + Start working on the User Manual and video recording.

**Date:**  04/25/23

**Time:**  4:30PM - 5:20PM (Total Time: 50 mins)

**Location:**  D 17

**Head of meeting:** Chris Ricchi

**Minute Taker:** Van Nguyen

**Attendees:**

* Kyle Antczak
* Chris Ricchi
* Chris Bakley
* Van Nguyen

**Old Business**

* The demo would also provide an opportunity for the client to ask questions and provide feedback on the system.

**Agenda Items**

* Discussed finalization of project deliverables:
  + Completed the User Manual and recorded a video tutorial to accompany it.
  + Reviewed and approved the final meeting times document.
  + Discussed future plans for the project and potential updates or modifications to the system with the customer.

**Next Steps:**

* *Close out the project and submit all final deliverables to the client.*
* *Collect feedback and evaluate the project's success.*
* *Thanked all team members for their contributions and hard work throughout the project.*

End of Meeting