***Marmora Hardware***

***Client Meeting Minutes***

**Date:**  03/29/23

**Time:** 6:00PM - 7:30PM (Total Time: 1.5 Hrs)

**Location:** Marmora, New Jersey

**Head of meeting:** Chris Ricchi

**Minute Taker:** Chris Ricchi

**Attendees:**

* Christopher Antolini (Client)
* Chris Ricchi

**Old Business:**

* The team informed the client that the discussion was approved, and they proceeded with the project's first steps by implementing the demo. A demo test was conducted for customers to review. The team discussed potential features with the client.
* Review the action items from the previous meeting and ensure they have been completed.
* Discuss any updates on the project's progress since the last meeting.

**Agenda Items**

* Forward questions raised by group members to the client:
  + Van: Have you received any feedback from customers about the demo? If so, what were their main concerns or suggestions?
  + Kyle: Do you foresee any technical limitations or challenges in addressing the client's concerns or issues identified during the demo?
  + Chris: What kind of training resources or materials would be most helpful for the client's employees during the transition to the new system?
* Discuss Potential Features:
  + Customer accounts: An account system could be implemented where customers can create accounts to track their purchase history, save their shipping and billing information, and receive exclusive promotions or discounts.
  + Online scheduling: online scheduling system could be implemented to make it easy for customers to book schedules for the staff.
  + Sales analytics: A sales analytics dashboard could be implemented to provide the client with insights into sales trends, popular products, and customer behavior

**Next Meeting Agenda:**

*Our next meeting will be held on 4/16/2023 at 4:00 PM.*

* Confirm any action items or follow-up tasks.
* Follow up with the client on the questions raised by group members.
* The team will work on implementing the potential features discussed during the meeting.

***Marmora Hardware***

***Member Meeting Minutes***

**Date:** 03/07/23

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

**Location:** D017

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* Review progress made towards milestone #2
* Start researching and implementing milestone #3

**Agenda Items**

* Discuss any challenges faced while implementing milestone #3
* Brainstorm ideas for improving the implementation process.
* Discuss and finalize the features to be included on the homepage.
* Assign work to team members.

**Next Meeting Agenda:**

*Our next meeting will be held on 3/14/2023 at 4:30 PM.*

* Update on the progress made toward milestone #3

**Date:** 03/14/23

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

**Location:**  D 017

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* Update on the progress made toward milestone #3.

**Agenda Items**

* Talk about the demo
  + Discuss the features that need to be implemented for milestone #3.
  + Determine the best approach to showcase the functionality, features, and capabilities.
  + Assign specific tasks to team members doing database and website using PHP, HTML, CSS and JavaScript.
  + Discuss how the team can collaborate effectively to meet the deadline.

**Next Meeting Agenda:**

*Our next meeting will be held on 3/21/2023 at 4:30 PM.*

* Update on the progress made toward milestone #3

**Date:**  03/21/23

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

**Location:**  D 17

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* Update on the progress made toward milestone #3.

**Agenda Items**

* Discuss the progress made so far:
  + The team reviewed the progress made and discussed any issues or challenges encountered during the process.
  + The team agreed that the project was on track and decided to focus on completing milestone #3 within the next week.
* Assign tasks for milestone #3:
  + The team assigned tasks to each member to complete milestone #3, including designing the layout, adding content, and creating a demo.
  + The team also scheduled a review session for the demo with the client on 03/29/2023.

**Next Meeting Agenda:**

*Our next meeting will be held on 3/28/2023 at 4:30PM.*

* Discuss the progress made so far.
* Review the progress made and discuss any issues or challenges encountered.
* Decide on the following steps to complete milestone #3.
* Assign tasks for each member to complete milestone #3

**Date:** 03/28/23

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

**Location:**  D 17

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* During the previous meeting, it was decided that the team would showcase the system to the client, allowing them to ask questions and give feedback.

**Agenda Items**

* The main agenda item for this meeting is to discuss the upcoming demo and how to make it as effective as possible. This will include the following:
  + Consider any additional features or modifications the client may request based on their needs and preferences.
  + Addressing any concerns or requests made by the client during the demo.
  + Ensuring that the team finishes preparing the demo for presentation to the client.
* To Show the Demo to the Client:
  + To present the demo to the client, the team will prepare questions for the team leader to discuss with the client to clarify their needs and preferences.
  + Identify the strengths of the system and provide suggestions for future demos.
  + Walk the client through the various pages of the system, highlighting its ease of use and efficiency in managing business operations.

**Next Meeting Agenda:**

*Our next meeting will be held on 3/30/2023 at 2:30PM.*

* Discuss the client feedback after reviewing the demo milestone#3
* Review and finalize the contract.
* Assign work to each team member to re-edit the demo according to customer requirements.

**Date:** 03/30/23

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

**Location:**  F 115

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* The team discussed the feedback from the client regarding the demo and any suggestions for improvements or additional features.

**Agenda Items**

* Discuss the client feedback after reviewing the demo milestone#3:
  + The team discussed the client's feedback after reviewing demo milestone #3, which included both positive and negative feedback.
  + The client suggested adding more pictures to the history section to help customers understand the history of stores and adding "Meet Our Staff" on the About Page to help customers build a personal connection with the staff.
  + The client also emphasized the importance of keeping the layout simple and clean while providing all necessary information.
  + The team agreed to implement these changes and will provide an updated demo to the client in two weeks.
* The team also finalized the contract:
  + Assign work to each team member to re-edit the demo according to customer requirements.
  + Decided on roles for the project
  + Signed the contract

**Next Meeting Agenda:**

*Our next meeting will be held on 4/04/2023 at 2:30 PM.*

* + The team will finish the demo and documents, including showing the demo milestone #3, ending the meeting times paper, and completing the report template paper.

**Date:** 04/04/23

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

**Location:**  D 17

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* The team reviewed the changes made to the demo based on the client's feedback and discussed any issues or challenges encountered during the process.

**Agenda Items**

* Finish the demo and documents:
  + Show the updated demo milestone #3.
  + Review and finalize the meeting times paper.
  + Review and finalize the report template paper.

**Next Meeting Agenda:**

*Our next meeting will be held on 4/11/2023 at 4:30PM.*

* Assign tasks for milestone #4
* Discuss any roadblocks or issues encountered during the development process.
* Review the project timeline and adjust it as necessary.
* Set up a schedule for the next meeting with the client.