***Marmora Hardware***

***Client Meeting Minutes***

**Date:**  02/21/23

**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

**Old Business:**

* Inform the client that we have approved the discussion and proceed with the first steps of the project, implementing the demo.
* Conduct a demo test for customers to review.
* Discuss potential features with the client.

**Agenda Items**

* Forward questions raised by group members to the client:
  + Van wants to ask the client for their feedback and if they have any suggestions for improvements or additional features they would like to see implemented.
  + Kyle also discussed any potential concerns or issues that the clients identified during the demo and how we can be addressed them.
  + Chris wanted to inquire about the client's plans for training employees to use the new system, ensuring a smooth transition from the old system to the new one.
* Discuss potential features with the client:
  + 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 appointment scheduling: If the client offers services such as tool rentals or repair services, an online appointment scheduling system could be implemented to make it easy for customers to book appointments.
  + Sales analytics: A sales analytics dashboard could be implemented to provide the client with insights into sales trends, popular products, and customer behavior. This could help the client make data-driven decisions to improve their business

**Next Meeting Agenda:**

*Our next meeting will be held on 2/22/2023 at 4:00PM.*

* Discuss the client’s potential features and the answers to his questions.
* Prepare for our milestone #2 presentation.

***Marmora Hardware***

***Member Meeting Minutes***

**Date:** 02/14/23

**Time:** 4:00PM - 4:20PM (Total Time: 20 mins)

**Location:** D017

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* Start researching and implementing milestone #2

**Agenda Items**

* Talk about what features will be implemented in the demo: show its functionality, features, and capabilities
* Discuss how to do the demo (PHP / HTML)
* Assign work to team members

**Next Meeting Agenda:**

*Our next meeting will be held on 2/16/2023 at 4:00PM.*

* Talk about how the demo work

**Date:** 02/16/23

**Time:**  4:00PM - 4:20PM (Total Time: 20 mins)

**Location:**  F 115

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**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.

**Agenda Items**

* Talk about demo
  + The team wants to showcase the key features and functionality of the system.
  + Highlighting its ease of use and efficiency in managing daily business operations.
  + Discuss the layout of the homepage

**Next Meeting Agenda:**

*Our next meeting will be held on 2/21/2023 at 3:30PM.*

* Complete demo
  + Show how it works.
  + Plan to meet clients and show the demo.
  + Star to do Project Report.

**Date:**  02/21/23

**Time:**  3:30PM - 4:20PM (Total Time: 50 mins)

**Location:**  D 17

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**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**

* Talk about demo:
  + The team may want to see additional features added or modifications made based on the client’s needs and preferences.
  + The discussion considers this feedback and addresses any concerns or requests made by the client.
  + Try to finish the demo to show to clients.
* To show the demo to the client:
  + Prepare questions for the team leader to discuss with customers.
  + Give strengths and suggestions for future demos.
  + The team would 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 2/23/2023 at 4:00PM.*

* Start preparing presentation slices for milestone #2
* Review customer feedback and finalize the demo.

**Date:** 02/23/23

**Time:**  4:00PM - 4:20PM (Total Time: 20 mins)

**Location:**  F 115

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* After meeting with the client and discussing the feedback and if he has any suggestions for improvements or additional features in the demo.

**Agenda Items**

* Discuss the client feedback after reviewing the demo
  + After reviewing the demo, the client had a few changes in mind for the layout of the page. He had both positives and negatives to discuss.
  + The client suggested that the overall color scheme of the website be changed to colors that better fit the in-store colors (darker orange and black).
  + The client also wanted to move the “Why Choose Us” section of the home page to the bottom of the page, and move the images closer to the top because he wants the first thing all customers see is photos of the store.
  + Lastly, the client requested that we move the feedback section to its own independent page on the website (accessible by button at the top-bar).
  + The client noted he likes the overall layout of the website, with a picture of the store on the front page and a lot of room for other pictures.
  + The client emphasized that he wants to keep the layout very simple and clean, but still have all of the necessary information on it.

**Next Meeting Agenda:**

*Our next meeting will be held on 2/28/2023 at 3:30PM.*

* Complete milestone #2
  + Finish the meeting times
  + Finish and sign the team contract
  + Discussion and finish the project report
  + Write team effort

**Date:** 02/28/23

**Time:**  4:00PM - 4:20PM (Total Time: 20 mins)

**Location:**  D 17

**Head of meeting:** Kyle Antczak

**Minute Taker:** Kyle Antczak

**Attendees:**

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

**Old Business**

* Talk about the presentation and run the demo.

**Agenda Items**

* Talk about and complete milestone #2
  + Wrote out and reviewed team/client meeting minutes
  + Talked about and wrote out the project report
  + Filled out the team effort report form
* Finished up team contract
  + Finalized writing out the questions on the contract
  + Decided on roles for the project
  + Signed the contract

**Next Meeting Agenda:**

*Our next meeting will be held on 3/02/2023 at 3:30PM.*

* Make a demo presentation in the class:
  + Get feedback from teachers and classmates
  + Review and resolve the missing issues
  + Start preparing the presentation.