

Week #12 Client handover meeting

Overview

Meeting to negotiate handover of the product to the client and we will also be doing some User Acceptance Testing and any final essential implementation requirements.

Time	18th October, 2021 @ 1700hrs AEDT
Attendees	@ Lam Nguyen Khoa @ Qingyi ZHOU @ Benedict Jefferson @ Hai Nguyen @ Meaghan Gaunt
Meeting link	https://unimelb.zoom.us/j/83123133090?pwd=TTc0czhaYUtmU2VhNUkwblJ6Njl4Zz09

Meeting agenda

Agenda item	Notes	Actionable items
User Acceptance Testing	<ul style="list-style-type: none">• UAT as on UAT form to be completed first.	<input type="checkbox"/> Ensure that the couple of bugs and extensions to functionality flagged by the client are attended to by the end of the week
Any final essential implementation requirements	<ul style="list-style-type: none">• Setting page form fields need to be added.• add contact from event participants needs to be added.• Overall, the client thinks the implementation has gone well and that the search by tag functionality is particularly good.	<input type="checkbox"/> ^as above
Handover management	<ul style="list-style-type: none">• @ Lam Nguyen Khoa making @ Qingyi ZHOU owner of our Github repo and we're all planning to have wrapped up by the end of the week.• The config details are fairly completely listed in our project README.	<input type="checkbox"/> Give the client full access to the github repo
Thanks to the client for their time	<ul style="list-style-type: none">• Really, just as on the box.	