

Week #9 Client meeting

Overview

This meeting is going to serve as our sprint revision meeting with the client towards the end of sprint #2.

Attendees	<div>@ Hai Nguyen @ Lam Nguyen Khoa @ Qingyi ZHOU @ Meaghan Gaunt</div> <div>@ Benedict Jefferson @ Danielle Rosenfeld-Lovell</div>
Next team meeting	11/1/2021 @ 15:30hrs AEST
Meeting link	https://unimelb.zoom.us/j/88916826872?pwd=TW05ZUhIMnk0YVYk3SWVOaUxVY2ZyUT09

Meeting agenda

Agenda item	Notes on discussion	Actionable items
Provide the client with an update on progress	<ul style="list-style-type: none">Have provided client with a summary of where the website is at alongside the demo; as below there are a few features that the team will need to heavily prioritise over the next 2 weeks.	Nil
Demonstration of product capabilities to date	<ul style="list-style-type: none">@ Lam Nguyen Khoa provided a demo of the website to datePresently, we are able to add new contacts, view all contacts, edit contact details, view homepage and login, login with encrypted password, see all events, edit an eventThe homepage at the moment is the most complete endpoint and the client has said that he is happy with the overall design of the website and so we'll continue to forge ahead with that on all of the other endpoints as we go.	Nil
Request feedback from client including anything he would like us to especially prioritise in the second sprint	<ul style="list-style-type: none">There are a couple of critical features that the client notes he really needs to be able to see at the next meeting;<ul style="list-style-type: none">Events associated with each contact viewableSearch for contact expands to search by relationship or occupationThe contact creation form needs to also include occupation and relationship details and ? a description of the contact	<div><input type="checkbox"/> Create Trello entries for all of these tasks, particularly at the time of the next meeting for sprint planning</div> <div><input type="checkbox"/> ? Arrange a time for meeting to do a final stocktake of the product prior to the next meeting with the client to ensure that all requirements have been met</div>

Resources