Week #4 Client Meeting

📋 Overview

This meeting has been scheduled to provide a demo of the mock-up that the team has been making using Figma to the client.

Attendees	@ Danielle Rosenfeld-Lovell @ Benedict Jefferson @ Hai Nguyen @ Meaghan Gaunt @ Lam Nguyen Khoa
Meeting link	Zoom meeting ID 852 9677 6505
Meeting date and time	16:00 AEST, 19/8/21

🕐 Meeting agenda

Agenda item	Person presenting	What needs to be covered	Meeting notes/to dos
Mock-up demo	@ Lam Nguyen Khoa	• Full demo of the app prototype in Figma • Confirmation with Qingyi that the prototype is consistent with what he wanted out of the product • Particularly confirm with Qingyi that he want's the networked graph of contacts	
User story walk through	@ Hai Nguyen	• Ensure that Qingyi is happy with the user stories that have been developed	
Do, be, feel session	@ Danielle Rosenfeld-Lovell	• Get some do, be feel information in the last 20 or so minutes of session to feed into the motivational model	

📚 Meeting Minutes

4:00	**Meeting Start- Danielle Introduction**
4:03	Lam Runs Demonstration of App -Prototype including home screen, contacts, weekly schedule and upcoming events,personal network
4:07	Demonstration ends. Qingyi is happy with the basic requirements but wants to add functionality to access previous events. Danielle says that this will not be too difficult to implement. Qinyi wants to be able to search events by title or person attending.
4.10	Danielle asks what is not necessary. Qingyi thinks that home page and events page should be integrated together.
4.12	Qingyi wants to be able to find recommended users and connections. After discussion we think the user should be able to find connections between users they already know.
4.17	Hai Ha goes through user stories. Important points: • Security • Managing events and being able to view them • User account • Being able to search for people and events
4.20	Danielle takes over to talk about relationship entities and discusses making the features in user stories consistent to what Qingyi wants

4.22	Hai Ha continues discussing user stories - Notifications - Messaging - Less important user stories (managing events)
4.24	Qingyi doesn't consider receiving event invites very essential as he will be the main one using the app. Danielle considers this a fairly essential part of using the app.
4.27	Do-be-feel session. Danielle goes through what Qingyi wants to features to do, how they should be and how to feel when interacting with the app. Qingyi and group members add suggestions to the table.
4.45	Next meeting with Qingyi scheduled for two weeks in the future
4.49	Final Questions. Discuss merging the home page and events page again. Qingyi wants more functionality in the home page. Qingyi thinks a calender view would be a good way to search events but a search bar would also be fine.
4.53	Meeting Wraps Up