

06/02/24 Meeting Minutes

Date

Week 2

6 Feb 2024

Participants

- @Farah Choudhury @Amaan Jahangir @Ewan Devlin @Isha Singh @Jacob Farrow @Nadine Sjahsam @m.adan
- Absent: Ewan Devlin (excused)

Agenda

- Review of project requirements and client expectations
- Brainstorming and refinement of client interview questions
- Assignment of tasks for preparing interview materials

Discussions

Item	Notes
Review of Project Requirements and Client Expectations	<ul style="list-style-type: none">The meeting began with a review of the project requirements outlined in the project brief.The team discussed the importance of understanding the client's needs and expectations for the Warehouse Management System (WMS) to tailor the interview questions accordingly.
Brainstorming and Refinement of Client Interview Questions	<ul style="list-style-type: none">The team engaged in a collaborative brainstorming session to generate a list of potential interview questions for the client.Questions were structured to cover various aspects of the project, including functionality, user requirements, system integration, and non-functional requirements.Each team member contributed ideas and suggestions for interview questions based on their understanding of the project scope and objectives.
Assignment of Tasks for Preparing Interview Materials	<ul style="list-style-type: none">Tasks were assigned to team members to compile and finalize the list of interview questions.Tasked with reviewing the questions for clarity, relevance, and completeness.Assigned to create a document summarizing the interview questions and key discussion points for the client meeting.

Action items

- Compile and organize interview questions into categories.
- Review and refine interview questions for clarity and relevance.
- Prepare a document summarizing interview questions and discussion points.