Client Meeting #2

Date: 19/08/2022

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| Time: 16:15 |  | Location: Teams |
| Meeting called by: | Changhao Liu | |
| Type of meeting: | Client Meeting | |
| Facilitator: | Rachel Cardell-Oliver | |
| Note-taker: | Xiaokai Qu | |
| Timekeeper: | N/A | |
| Attendees: | William Au, Yazhen Tian, Charlie Hu, Changhao Liu, Xiaokai Qu, Yinuo Zhao | |

# Agenda

## MVP confirmation

* Share all parts of MVP to customer for confirmation
  + Background, business and marker needs
  + User journey
  + Pains and gains
  + features data

## Prototype confirmation

* Show the expected visual layout
* Prototype looks good to the client

## Data sample

* Ask whether some data samples or data structure can be provided for further development
* Data permission will come from Melbourne water (likely next week)

## Other Stakeholders

* Researchers
* People in industry
* Engineers
* Day-to-day operations
* Planners
* Accountants

# Actionable Items

|  |  |
| --- | --- |
| Person Responsible | Action |
| All | Modify the requirements according to the customer's answers |
| Charlie Hu, Xiaokai Qu | Modify the MVP according to the customer's answers |
| Yazhen | Modify the prototype according to the customer's answers |
| Yinuo Zhao | Modify the project plan |
| William Au | Proofread deliverable1 document |
| Changhao Liu | Create work flow, and create database with the data |