# Admin Architects Meeting Minutes

# Fennex Meeting Minutes – 01/10/2024

Time: 09:30 -10:00

Attending: Admin Architects – Full Group. Boz – Fennex rep

Meeting Summary:

* Intro from Boz and brief of project.
* Discussion on basic requirements:
  + Cloud based storage
  + Input Costs, Manpower etc.
  + Design
  + Outputting Graphs and numerical data to show benefits of transition
  + Ability to contact Fennex
  + Create profiles to contact or store history calculations
* Can focus project on one specific division, industry or sector.
* Outline of intended users and consumers.
* Discussion of premium model:
  + Addition features or advanced versions of standard features included in premium.
  + Limit number of form submissions, et
* Discussion of securing data and preventing DDOS attacks.
* Comparisons to improvements form other calculations.
* Initial progress on functional requirements

# Fennex Meeting Minutes – 28/10/2024

Time: 18:00

Attending: Admin Architects – Full Group

Meeting Summary:

* Brief results of personal research
* Discussion of plans moving forwards
  + Made check list
* Finalised List of Functional requirements

# Fennex Meeting Minutes – 29/10/24

Attending: Admin Architects – Full Group, Boz Fennex rep

Meeting summary:

* Overview of progress
* Outline of wireframe and continued developments
* Discuss options for subscription model

# Fennex Meeting Minutes – 04/11/24

Time: 18:00

Attending: Admin Architects – Full Group

Meeting Summary:

* Catchup with Progress
* Discuss research progress
* Discuss prototype plans

# Fennex Meeting Minutes – 11/11/2024

Time: 18:00

Attending: Admin Architects – Full Group.

Meeting Summary:

* Overview of prototype progress
* Discussion for calculation metrics
* Outline of further prototype design
* Discussion for calculation data requirements and formula

# Fennex Meeting Minutes – 17/11/2024

Time: 11:30

Attending: Admin Architects – Full Group.

Meeting Summary:

* Finalize prototype discussions
* Brainstorming for inform and demo videos
* Discussion for presentation slide

# Fennex Meeting Minutes – 19/11/2024

Time: 11:30

Attending: Admin Architects – Full Group.

Meeting Summary:

* Divide talking points for presentation day
* Finalize slide layout and main points of discussion

# Fennex Meeting Minutes – 22/11/2024

Time: 12:30

Attending: Admin Architects – Full Group.

Meeting Summary:

* Final filming for the inform video
* Ensure all footage was gathered and finalise any audio recordings

# Fennex Meeting Minutes – 25/11/2024

Time: 12:00

Attending: Admin Architects – Full Group.

Meeting Summary:

* Final pitch practice
* Last check over any documentation, prototype and videos
* Ensuring everything ready to submit and we were ready to present