19/7/23 Meeting Minutes

Meeting Name	Requirement Gathering

Date of Meeting	19 Jul 23	Time	10:00 to 12:00 HRS
Prepared By	Malvin Tok You Quan	Checked By	Walter Lay Zi Zheng

1. Attendance

Name	Attendance	Role
Malvin Tok You Quan	Present	Product Owner
Tan Jun Wei Kurt	Present	Scrum Master
Walter Lay Zi Zheng	Present	Developer
Tan Sing Thai	Present	Developer
Nor Atiqah Shahira Norshahid	Present	UI / UX Designer
Chua Jia Qi	Present	UI / UX Designer

2. Discussion Items

No.	Item Description	Action By Who	Due Date
1	Motivations - Barclays runs charity among employees and hope to open to the wider community through their users	All	NA
2	Soft Requirements - No rigidity on functionalities and features, team decides and proposes useful features for client	All	NA
3	Pain Points Identified - Donations made simple - Users may not know what is a good amount to donate - How might we help users understand personal finance to enhance the decision making process?	All	NA
4	Feature Distillation and Constraints - Powered by web technologies - Design and ideation rather than full stack features implementation	All	NA

5	Further Considerations - Data will not be accessible, team to assume income, expenses and cash flow data is available - App naming and design for branding and marketing	All	NA
6	Design Language - Get screenshots of Barclays app for design language purposes - Team will adhere to common corporate colours and schemes by Barclays	Ross	NA
7	Assistant Client - Fraser will be the assistant client which we will work more closely with	All	NA

3. Any Other Businesses

- The team will kick start paper prototyping and figma process
- Team will start architecting features and user experience flows
- Team will use Agile Scrum