* **Introductions and context**
  + Introducing us and the team
  + Confirmation of the information we have
* **Clarification of the brief and identification of the gaps**
  + Discuss what we think the info means, overview, step by step of issues
  + Gaps – Continue with questions we wrote down for clarification
* **Prioritisation discussion**
  + Adjust tasks based on answers
  + Tell client must, shoulds, coulds
  + Ask client’s opinion
* **Expectations and timeline**
  + What are their expectations, what do they want to see
  + Also give our expectations
* **Summary of decisions**
  + Based on meeting minutes

Meeting minutes

* Introductions
* Going over our interpretation: client after new supplier, they want the best by the metrics provided (flavour, aroma, body, uniformity)
* Confirmed by client, that’s the criteria that matters the most on him
* Moving on to gaps: what would the ideal solution be, how to present the solution?
* No technical background on client’s side, needs something really simple to use, click around, not many numbers
* Graphs? (ranking of suppliers/ countries based on rankings)
* Priorities on country’s distance → cost big issue, shipping should be included in consideration
* Cost analysis to be done as well
* Generate final country but also give a ranking of countries or order countries by different metrics → table, interactive dashboards that are easy to use, like government websites, lots of writing will make decisions difficult
* Extra function → chatgpt, based on client’s timeline
* ASAP, ideally a week? Leaving it to our judgment, said a week sounds good
* Complete data visualisation would take longer, a document with our results would be quicker, more reasonable and less resources
* Client worried about how easy it would be for him to have that documents
* Maybe tables, box plots, countries with metrics, small graph with top countries
* Client needs explanation on how to use it himself, provide documentation on how the code works
* Client doesn’t know what github is and how it works, we suggest providing a link for that
* If it is the only way to get something quick he agrees, but ideally wants that interactive app that is very easy to handle, so that he doesn’t need any technical skills, agreed with it being reasonable
* Do you see highlighting criteria changing in the future? Do you want to be able to play around with features and parameters or do you just want to see results? → If it could be flexible he’d prefer that, e.g. for washed beans, he prefers it now but maybe there would be people that don’t prefer it and he’d like to have the option to filter parameters
* Main concern it being simple, yes he wants options, flexibility etc but most important parameter is the simplicity to handle and use the product
* We could look into adding buttons that allow easy filtering, he wants that
* Aesthetics: provide something very simplistic and in the future discuss if there’s anything else they’d prefer
* Bag weight? → Depends on cost
* We should decide the best unit of measurement, left up to us as long as we justify why that country
* Prefer more suppliers or better metrics? → Multiple suppliers, not putting all eggs in one basket, helpful to take it into consideration
* Would like to show how much the number of suppliers contributes to the final score, add that as an additional metric for the country’s score.
* Going over our tasks (issues):
* Data sanitation → clearing out data to process it, must for us to produce accurate results
* Filtering → Top 5, must
* Documentation on how to use dashboard → must
* Metrics for results → top 5 countries visualised as a table, simple ui
* average of main metrics for final score
* selecting country to look at specific suppliers? would like to take into consideration rankings of the suppliers
* balance between number and quality of suppliers
* Preference on type of coffee? people tend to prefer arabica, if numbers show otherwise though happy for that to be included
* final result → recommendation of one country and justification for that
* would rather have an application on the desktop that he double clicks and looks
* potential for feedback and continuing collaboration for something cleaner and nicer, due to time constraints we should deliver something very simple initially, coffee first!

Summary:

Client wants a simple desktop app that he can interact with to see top 5 countries based on the criteria provided (flavour, aroma, body, uniformity, number of suppliers, preference for washed/wet processing, low cost), with relative scores justifying the order. Would like to have simple buttons that can turn on/off parameters that affect the ranking. Would like to have an interactive application, but is happy with simple tables and graphs if that means faster delivery, timeframe set to ~1 week. Documentation on how to use the app should be provided. Could further collaborate after the first base product to improve the interface and possibly add extra features, like compatibility with ChatGPT. Cost and simplicity are the main things.