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| Client Meeting with Marion Zalk | 11th March 20201:00pm-3:00pmLevel1 Rooms ERC |

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| Type of meeting: | First Client Meeting |
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| Attendees: | Xuefeng Chen  Chuanxi Fu  Shang Gao  Chang Liu  Yiyang XU  Marion Zalk |

# Minutes

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| Agenda item: | Understand client requirements | Presenter: | Marion Zalk |

#### Discussion:

Marion Zalk explained her expectation of ePortfolio project. Please see the summary of client requirement as below:

* A personal website to show resume and portfolio, personal show case website.
* The user can log in this website to change sessions and information in each session
* The user can upload whatever types of documents they want to add (such as pictures, articles, audios and videos)
* The user can select the visibility of each session or what they want to show on this page
* The user can choose visibility, just like google doc, the website can only access by the person have the link
* The user can choose the layout and UI of the website like background colors (photos)
* The target user is university students, however, may extend to employees as well
* One-page website for view only, other users cannot comment on it.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Follow up team meeting | All team members | 12th March 2020 |