# **Meeting Minutes**

|  |  |
| --- | --- |
| Project 053 - T27 | |
| **Date/Time:** | May 18, 2017 11:00AM - |
| **Type:** | in person meeting with client (Ayesha) |
| **Minute Taker**: | Daniel |
| **Attendees:** | Daniel Park, Kent Huang, Terence Leung, Bill Xue |
| **Regrets:** |  |

## **Notes:**

This is the last client meeting before the final presentation. During this meeting we showed the client what we have done so far, which includes the full workflow of the app and a template of the work in progress map view for the drivers.

Ayesha would like the team to try out some logo she designed for the custom app and give her screenshots. There are also some minor fixed she would like to be done. For example, a typo in the “Confirm” order button, change the register page so that the address field must be filled for a successful registration, and display more details on each order for easier backtracking.

We have invited Ayesha to join us for the final presentation on Thursday, May 25. Ayesha stated she will check her schedule and get back to us.

## **Action Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Terence | Accepting multiple orders (driver view) | May 12, 2017 | Closed |
| everyone | A map to show the current location of all online drivers. | May 18, 2017 | In progress |
| Daniel | Minor text fix when dispatching order (“CONFIRMED” to “CONFIRM”) | May 22, 2017 | Open |
| Kent | try out new logos | May 22, 2017 | Open |
| Kent | change the register page so that the address field must be filled for a successful registration | May 22, 2017 | Open |
| Daniel | display more details on each order for easier backtracking. | May 22, 2017 | Open |