

INTRODUCTORY MEETING [AGENDA]

Meeting information

Date: 17 March 2015.

Time: 10:00 AM.

Location: Room 4.53, Ingkarni Wardli Building.

Attendees:

- Client: Justin Watts (Ray White Group).
- Project supervisor: Dr. Claudia Szabo.
- Team 8:
 - Beldin Boskell (Chair)
 - Kamal Arieff Ahmad Faizel (Secretary),
 - Khanh Hoang

Objectives

This first meeting between Ray White client and software engineering team 8 will provide an opportunity for the client and team to give a brief introduction about themselves and what they are expecting from this project. Apart from that, the agenda will be addressing questions raised by both sides regarding the project details, providing a better understanding about the project and other relevant respects.

Agenda outline

Items	Presenters	Time
Welcome - Introduction	Clients / Team 8	5 mins
Expectations and plans from the client	Client	5 mins
<p>Q/A discussions about project</p> <p><i>Pre-prepared questions from team 8:</i></p> <ol style="list-style-type: none"> 1. What does it need to do? 2. Is it for realtors, sellers or buyers? 3. What device is it meant for? 4. Should the interface be similar to another app? 5. Desktop reporting software : Do we design or just integrate? 6. What form are the detailed examples in, how to get them? 7. Most important features? (Development Order) 8. Does it need to integrate with other software? 9. General requirements <ol style="list-style-type: none"> (a) Photo taking requirements (b) Reporting requirements (c) GPS requirements (d) Custom form requirements. (e) Desktop integration requirements. 10. Other Questions 	Client / Team8	45 mins
Conclusion/Remark of meeting	Client / Team8	5 mins

Recorded By:_____ Date:_____