

GuideXP TechLauncher Client Meeting Minutes

Meeting No. 1
6:00 pm, 1 Moore St Civic
August 1, 2019

Meeting Chaired by Client, Open at 6:05PM

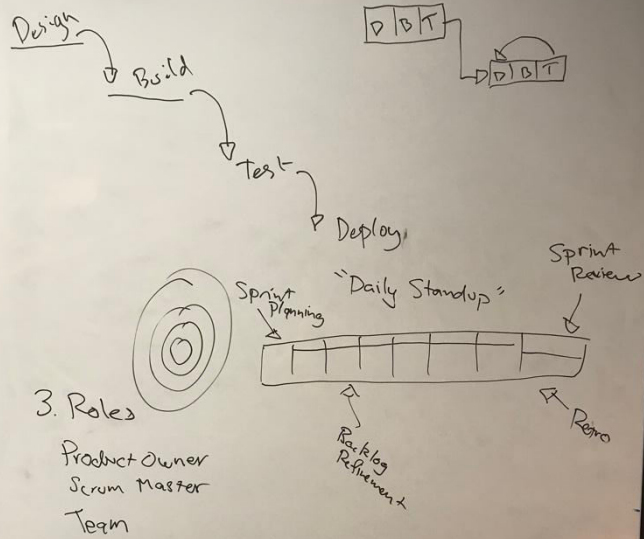
Attendees:

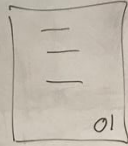
| | |
|-----------------|----------|
| Jayden Castillo | Client |
| Irenez Zhen | Client |
| Liang Hong | u6303287 |
| Rutai Sun | u6227336 |
| Danny Feng | u6611178 |
| Yuanze Niu | u6401780 |
| Yu Qiu | u6063921 |
| Kelin Zhu | u5746348 |
| Tianai Qiu | u6744700 |

Agenda & Discussions:

1. Reflection on last semester.
Our client Jayden and Irenez help us discuss about the things that went well, things that need to improve and thing that we want to learn this semester.
2. Revisit of the Agile process (inc. Definitions, backlog).
3. Jayden explain the Agile process, and we will be using scrum for this semester.
4. Set meeting cadence for this semester.
5. Review and reset Statement of Work (SoW): National Capital Exhibition.
&
6. Project milestones, scheduling and deliverables for this semester:
 - a. Building a guide for the National Capital Exhibition in Canberra.
 - b. The addition of multilingual supportDetermine our goal is creating a digital guide for the National Capital Exhibition in at least 2 Languages.
7. Confirm or reset-up of technical tooling for new development, management of tasks, and project repository.
Discuss in the following week.
8. Completion of Non-Disclosure Agreement and any Intellectual Property concerns.
Next week.

1. Went well
2. Need Improvement
3. Want to Learn





"Create a digital guide for the
National Capital Exhibition
in at least 2 Languages"

