

# 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

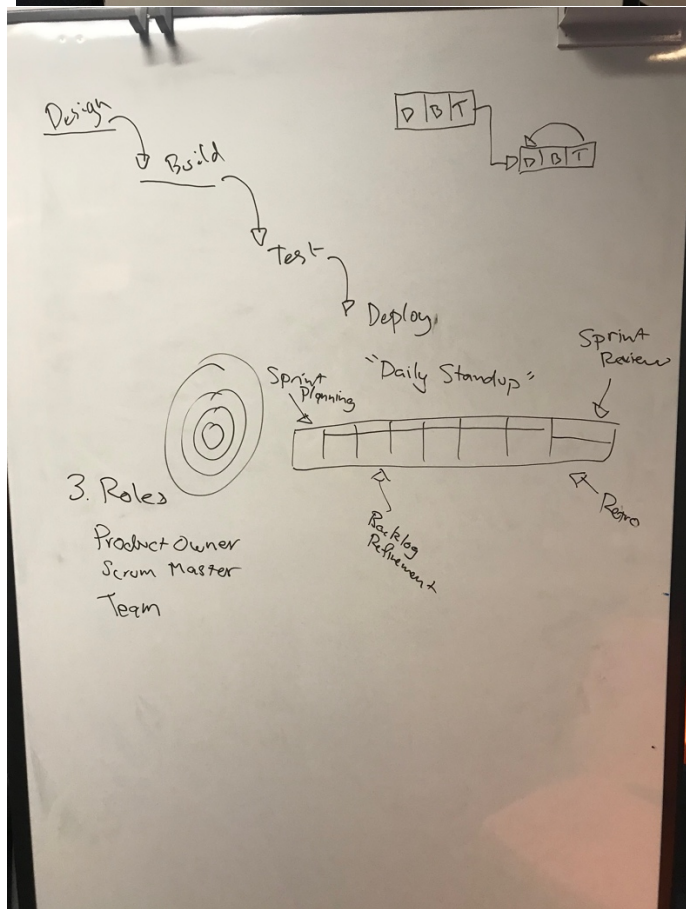
## Attendees:

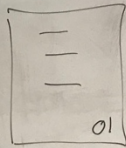
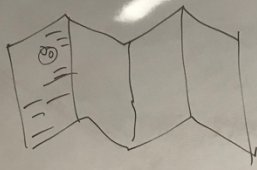
Jayden Castillo	Client
Irenez Zhen	Client
Liang Hong	u6303287
Rutai Sun	u6227336
Danny Feng	u6611178
Yuanze Niu	u6401780
Yu Qiu	u6063921
Kelin Zhu	u5746348
Tianai Qiu	u6744700

## 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).  
Jayden explain the Agile process, and we will be using scrum for this semester.
3. Set meeting cadence for this semester.
4. Review and reset Statement of Work (SoW): National Capital Exhibition.  
&
5. 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.
6. Confirm or reset-up of technical tooling for new development, management of tasks, and project repository.  
Discuss in the following week.
7. Completion of Non-Disclosure Agreement and any Intellectual Property concerns.  
Next week.

- [illegible]





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

