

# GuideXP TechLauncher Client Meeting Minutes

Meeting No. 4  
6:00 pm, 1 Moore St Civic  
August 8, 2019

Meeting Chaired by Client, Open at 6:05PM

## Attendees:

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

## Agenda & Discussions:

1. Reflection on yesterday Audit presentation.  
The Audit went pretty well.  
Jayden suggest that we can consider using Kanban Board to optimize the flow of our work.
2. Around the room, everyone states what the worked on last week. &
3. Review Trello board and what was achieved last week.  
Every team member contribute, and complete most of their tasks.
4. Plan work for following week.  
Jayden suggests some main tasks that should be finished:  
Comment all code sections.  
Put libraries in separate folders.  
Use swagger for API documentations.
5. Raise any key decisions to be made which have not already come up:
  - a. Confirm with the clients about whether they want to build a GuideXP website which can store several galleries and museums, or an individual website just for the National Capital Exhibition.
  - b. Determine the database forms design with the clients within the two forms Plan A and Plan B.
  - c. The time of receiving the data, or do we need to come up with our own sample data.
  - d. Meeting with the National Capital Exhibition client.

For this semester, our website will focus on for visitors, consider about Cookies. Determine to use the Plan B database forms design. However, later Danny come up with the idea of combine both plan together. Since, this week our main goal is to common and arrange all the documents that we have done last semester, the process of constructing the database will have to delay.

6. Completion of Non-Disclosure Agreement and any Intellectual Property concerns. Most members signed it, need to finish as soon as possible.