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.

1. Revisit of the Agile process (inc. Definitions, backlog).

Jayden explain the Agile process, and we will be using scrum for this semester.

1. Set meeting cadence for this semester.
2. Review and reset Statement of Work (SoW): National Capital Exhibition.

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1. Project milestones, scheduling and deliverables for this semester:
   1. Building a guide for the National Capital Exhibition in Canberra.
   2. The addition of multilingual support

Determine our goal is creating a digital guide for the National Capital Exhibition in at least 2 Languages.

1. Confirm or reset-up of technical tooling for new development, management of tasks, and project repository.

Discuss in the following week.

1. Completion of Non-Disclosure Agreement and any Intellectual Property concerns.

Next week.

 