

Customer Meeting Agenda – Beauty Catalogue (End of First Iteration)

Date: Friday, March 7th, 2025

Time: 3:40 – 5:00 PM

Attendees:

- Riley Singfield
- Gillian Wood
- Aminah Ahmed
- Jonathan Newman
- Hanveer Grewal

1. Welcome & Meeting Objectives (2 min)

- Quick introductions (if needed)
- Purpose: Review the first iteration, gather feedback, and plan for the next steps

2. First Iteration Review (5 min)

- Brief recap of what was built in this iteration
- Overview of key features and functionality completed
- Any challenges faced and how they were addressed

3. Customer Feedback & Discussion (8 min)

- Customer impressions of the catalogue's UI, design, and functionality
- Feedback on product browsing experience and photo quality
- Any missing features or areas for improvement

4. Planning Next Steps (3 min)

- Prioritizing feedback for the next iteration
- Discussing potential new features or enhancements
- Defining key action items and responsibilities

5. Closing & Q&A (2 min)

- Final thoughts from the customer
- Thank you message and confirmation of next steps