

## **Week 5 – Minutes of Meeting**

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

### **Follow-up Meeting with Client**

**Date:** 19/09/2024

**Time:** 1.00 PM – 1.30 PM

**Venue:** WhatsApp Call

**Attendees:** Mr. Tang (Huachang Growmax Representative), Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri.

#### **Content:**

1. Further discussion and reconfirmation on the project requirements.  
Besides the base functionality of the sales order application, the project will include the extra functionalities below:
  - a. Availability of the products. (Approximately 365 items)
  - b. Existing or new customer option.
  - c. Price history for existing customer.
  - d. Log in functionality. (Different roles will have different access to the system)
  - e. Email notification when the sales order is made
  - f. Order status tracking
  - g. Suggested price functionality (low priority – the algorithm will be provided by Huachang Growmax)
2. Discussion of the data needed for the application.  
From the meeting we held with Huachang Growmax Representatives, we get to know that the data needed such as, existing customer, product list, etc. will be provided by Huachang Growmax in a excel file form.
3. Discussion of the basic sales order application workflow that we have made  
In this meeting, we have confirmed that the basic sales order application workflow that we have made is accurate and fulfil the base requirements of the sales order application Huachang Growmax expected.

### **Team Meeting**

**Date:** 19/09/2024

**Time:** 1.45 PM – 2.45 PM

**Venue:** Google Teams

**Attendees:** Benjamin Tan Chen Hern (Leader), Wallace Iglesias Chandrio, Hein Htet Naing, Mahanthe Acharige Sachindri Sudeepa Chandrasiri.

#### **Content:**

1. Discussion on how to design and work on the functionalities of the sales order application.  
In this meeting, we have decided that we will inject the data provided to us by Huachang Growmax such as, existing customer, product list, etc. to our own database which is MySQL database.
2. Discussion on the distribution of the task
  - a. 1 team member will work on the front end.
  - b. 1 team member will work on the database.
  - c. 2 team members will work on the back-end functionalities.
3. It is expected that we will come up with a comprehensive workflow with all of the required functionalities before the next follow up meeting with Huachang Growmax representatives.