Week 10 – Minutes of Meeting

Project Name: Huachang Growmax Sales Order Application

Company: Huachang Growmax

Client Meeting

Date: 29/10/2024

Time: 12:00 PM – 12:30 PM

Venue: Google Meet

Attendees: Huachang Growmax Representatives, Wallace Iglesias Chandrio

Person In Charge: Wallace Iglesias Chandrio

Discussion Points:

1. Project Scope Confirmation Based on The Workflow Huachang Growmax Provided:
   a. Wallace confirmed the project of the sales order scope with the Huachang Growmax representatives
      i. The sales order system will only cover until the last confirmation in the sales order workflow
      ii. The system will need to implement a function that exports the sales order data so that users will be able to import the data to their AutoCount system
      iii. Since the sales order system also has the feature to track the transaction, everything up to the last confirmation of the sales order will be automated. However, the manager will need to update the status of the sales order afterwards (On Delivery, Delivered, etc.)
   b. The sales order report has been set to a low priority feature.
2. Project Prototye:
   a. Huachang Growmax Representatives said that there are no special requests for the system UI as long as it's easy to access and functional.
   b. The team plans to start working on the project prototype on 2/11/2024

Team Meeting

Date: 29/10/2024

Time: 7:00 PM – 8:00 PM

Venue: Google Teams

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

Person In Charge: Wallace Iglesias Chandrio

Discussion Points:

1. Client Meeting Recap:
   a. Wallace provided a summary of the meeting earlier with Huachang Growmax representatives, including:
      i. The entire workflow of our sales order system.
      ii. An idea on how to update the stock availability of the system.
      iii. An idea on how to export the transaction data to their AutoCount System.
2. Project Progress:
   a. Database Work: Database design is on its final planning phase, all there's need to do is to develop the database.
   b. Interface Design: Prototype design is on its final planning phase, all there's need to do it start developing the prototype.
   c. Documentation: Finished all needed documentations for the project.