Meeting **Invitation**
Week 8 - Client Meeting

Date: 10/04/2024

Time: 13:30

Duration: 30min

Location: R10 2.60

Recipient:
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Team:
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Meeting Agenda:
- Feedback on the invitation for the meeting
- Presentation of the updated product (explanation of new features + demo)
- Feedback for the demo
- Presentation of updated documents
- Feedback on documentation
- Other questions realted to the project

In the previous meeting:
- 13:30 - Start of meeting
- 13:33 - Making clear what documents will be sent prior to the meeting starting from next week
- 13:35 - Overview of what we did so far
- 13:38 - Department managers should manage the schedule, not the HR manager.
- 13:40 - Stock should be managed by the depot manager, and the product manager should be responsible only for the catalog.
- 13:41 - Sales manager responsible for setting the price.
- 13:42 - Sales representatives should be able to make a replenishment request for a product.

- 13:44 - Depot workers keep track of stock in the depot and process stock requests.
- 13:46 - Asking about the color of the app. Red accents, not dominating. Have a good balance of colors.
- 13:50 - HR manager should be responsible for managing employees and archive of the employees no longer working.
- 13:51 - As soon as possible employees should be able to mark availability through a web application.
- 13:53 - Summing up the meeting
- 13:55 - Asking about the product backlog
- 14:00 - Working in agile is a joined responsibility, we must create a list of tasks and features to implement, and independently we need to each take the initiative to pick up a task and work on it, and record the status of the task at each stage through the git lab product Backlog
- 14:06 - BackLog must include 6 lists: all, open, Working on it, Testing, Complete, closed
- 14:07 - Create a activity diagram(Flowchart) for the automatic scheduling feature
- 14:08 - End of the meeting