

**Meeting Agenda****Team 26**

# Client Prep Meeting - Week 2

**Date** Wednesday, 7 August 2019  
**Time** 12:00pm - 1:00pm  
**Venue** Room 5, Barry J Marshall Library

## Invites

Name	Init.	Organisation	
Beining Chen 22384298	BC	Team 26	
Rupert Hu	RH	Team 26	
Thiren Naidoo	TN	Team 26	
Jordan Russell	JR	Team 26	
Lachlan Russell	LR	Team 26	
Seharsh Srivastava	SS	Team 26	Cannot attend

**Meeting Lead** Beining Chen  
**Minutes** Jordan Russell  
Beining Chen

## Outcomes

1	Brainstorm the app and potential features
2	Form a united team view on preferred design and features
3	Brainstorm pros, cons, and alternatives of our direction and clients potential direction

**Meeting Agenda****Team 26****1 Concept Brainstorm**

	Item	Discussion
1.1	Discuss high level concept - What is the app trying to achieve	JR
1.2	Discuss concept - What does the app do, what does it not do, what are we not sure about, what would we like it to do	JR
1.3	Discuss and take record of any questions we may want to ask the client	TN

**2 Challenges**

	Item	Discussion
2.1	For the discussed concepts, what challenges do we face in design, technology, philosophy, and privacy/security	JR

**3 Solutions**

	Item	Discussion
3.1	For the challenges we have determined, what are some solutions to each	BC

**4 Client Prep**

	Item	Discussion
4.1	Repeat the above for any ideas we have not discussed but expect the client may raise	TN
4.2	Ensure we are all on the same page and ready to speak with the client	TN