Initial Meeting

24 JANUARY 2020 / 8:30 AM / D-241

Began at 8:40AM. Ended at 10:30AM.

# Attendees

Tristan Turcotte, Haymond Yan, Xiang Di Su, James-Gabriel Cortez-Gregoire, Synthia Vincent De Paul

# Roles

Team Leader: Tristan Turcotte

Note Taker: Haymond Yan

# Agenda

## Agenda Modification (2 min)

1. Is there anything you would like to have discussed during the initial meeting?

## Methods of Communication (10 min)

1. Ways to communicate casually
2. Ways to manage the project
3. Tool usage
4. Share contact information (Phone, email, etc.)
5. Share schedules

## Potential Clients (20 min)

1. Discuss potential already known clients
2. Discuss ideas for clients
3. Discuss action plan on finding a client

# Notes

Casual communication will be through Slack.

Project management will be with Trello

We can meet during the labs on Tuesday and Friday. Meetings can also occur every Wednesday from 12pm-3PM.

Backup meeting can occur Thursday from 10am-12PM.

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| Name | Days/Times not Available |
| Tristan Turcotte | Saturday and Sunday 8am-6pm |
| Xiang Di Su | Tuesday Afternoon/Evening |
| Synthia Vincent De Paul | Saturday and Sunday |
| James-Gabriel Cortez-Gregoire | Free All the Time |
| Haymond Yan | Friday Evening and Sunday |

Synthia’s Dad’s restaurant: System to keep track of customers, orders, what’s popular, inventory, calculate best dishes for profit, etc.

Tristan’s Canadian Tire connection: System to create schedules for employees.

Other ideas:

Tabagie, Depanneur, Marche.

Depanneur: System for products, employees.

Fruiterie Milano’s: System for products, something else maybe, website.\*\* maybe

Cafe Lino Espresso (Espresso machine seller and repair)\*\* maybe

G2K Vape: Website, inventory, show stock on the website, etc.

# Action Items

1. Share contact info, create accounts for proposed tools to be used. ✅
2. If a potential client is already known, share that information, see if the client is viable for the project. ✅
3. Start looking for clients. ✅

# Meeting Summary

There are a couple concrete ideas for clients, Synthia’s restaurant and Tristan’s Canadian Tire. Haymond and Xiang are organizing to go Downtown to visit businesses. James will talk with his cousins who may have a connection that works.

# Next Meeting

Tuesday, 28th January 8AM.

Confirm what clients said no, which said maybe, etc.

See what other kinds of clients might be good to contact.

Notetaker/Minute Taker: Haymond Yan