Initial customer meeting. At 17:00 on 15.10.2020. Both team present and Louise Speaking.  
Document contains agenda points (general points in beginning) and notes filled in.

1. Rules of engaging
   1. We would be prone on having meetings on Teams
   2. Give them Access to (need an email)
      1. Teams group
      2. GitLab
   3. Our primary contact is Nial (2392483B@student.gla.ac.uk)
   4. Confirm primary contact.
2. Requirements - **Start gathering individually from today!**
   1. The customer’s ‘big picture’ vision (the why)
   2. The realistic goal within the scope of the project (the what)
   3. The high level features to be implemented (the detail)
   4. The minimum viable product (the customer’s priorities)
3. Release planning meeting
   1. Break down and establish main milestones
   2. 1-2 hours on Wednesday (21st)
4. Project launch meeting
   1. Week (28th) at some point. **TBD**
5. Notes - Louise Johnston – the other part of Vilo Sky.
   1. Teams is okay for them.
   2. Primary means of contact – way and person
      1. Email is best – checked often
      2. Phone – secondary. 07817545525
   3. Initial meetings will be more frequent (we need to define)
   4. We will list customer meetings by emails to her later.
6. Requirements gathering parts
   1. The why – big picture
      1. Gap in a market b/w what you can classify as career development/advice.
      2. Traditional career advice is pretty widely available
      3. As you enter the workspace and
         1. Start having children
         2. Personal stuff
            1. **Advice is not readily available**
      4. They want to digitalize coaching/consultancy on career advice
   2. Scope of project
      1. Web-based tool used by someone (HR Dept/Individual) to ease mapping out career development
      2. Based on personal circumstances.
      3. Having an account to save continual progress
         1. Progress tracker
         2. Export/download things
      4. Collect data
         1. Who’s coming in, what is being used, clicks, stats, **with no account used**.
      5. They need to engage with the people that need to use the platform
         1. Emails
      6. Target audience
         1. Students are part of it too!
         2. Get opinion
      7. Working in-team
         1. Work distinction would be a different users.
      8. Different user types
         1. Enterprise accounts
            1. Being able to add organization accounts
            2. Add employees to this company account
         2. Personal accounts
7. MVP Scope
   1. Main priorities
      1. Providing individual information/circumstances/qualification/**feelings** that would give back courses/advice/events/information – THEMES of information.
         1. Specify outcome –
         2. Eg: Someone has a baby and needs to go back to work after a year!
            1. They have shared feelings! Confidence, lack of stuff
            2. They would listen!
            3. Come back with dashboard based on stuff
            4. Outcome all about

Overcoming their situation

Recommendations, suggestions

**Soft aspect of this. Personal connection.**

**Main measure for success!**

**Might be like a dating site, however, no just matching**

**Hear digitally personal things.**

Also, specific accesses, links, resources about situation.

* + - * 1. Could be a **report**, dashboard, email, etc.
        2. A summary of

This is of what you told us.

This is what we know.

This is what we can give you.

* + 1. Enterprise
       1. Type in position that matches keywords to lead to specific positions.
    2. Interactive features
    3. Link a LinkedIn profile
  1. Licensing - IP
     1. AP: Vicky, Louise – Think about it properly and cristalize it.

1. Sum up (Minutes)
   1. Both teams think about regular meetings (least in the beginning)
      1. Send lists to Louise
   2. Vicky, Louise talk about IP and crystalize idea.
   3. AP: Talk about website