Agenda for current customer meeting – 16:00 on 11.04.2020:

1. Mention IP – any progress with this?
   1. We are trying to get in touch with Tim about it.
2. Technological stack – see above
3. Requirements
   1. Contact us form – built in website
      1. Chatting/Instant messaging functionality?
      2. Or a form that would send an email?
   2. Able to see past submissions (relevant inputs/outputs)
   3. Action plan progress tracking (interactively)
      1. Should employees be able to share personalized plans with HR reps?
         1. If yes, then how do you see this happening?
      2. Should depersonalized action plans (done by HR rep) be saved against their account?
      3. Should HR reps have a separate form to fill for de-personalized outputs (whole larger groups of people) or personalized outputs (themselves or other individual employees)
         1. If we want to be specific with provided (very personalized information) it will be hard to facilitate these two with a single form!
   4. Education input
      1. How specific should it be?
         1. Differentiate between GCSEs?
            1. List all relevant ones
         2. Or generic
            1. Say high school level education/Undergrad/Masters/Postgrad
   5. Saving progress on inputs
      1. Lot easier to track most recent one
      2. Should we track previous non-submitted inputs (hard)
   6. Tracking statistics for ViloSky admin (maybe slightly lower priority)
      1. What metrics exactly we want to track? (as concretely as possible)
      2. Any specific way of displaying such info? (graphs, charts)
   7. Adding inputs
      1. Do they expect to have a way of adding new input types (eg: a radio button, a text field, etc. Just like in Squarespace?)
      2. Or would they keep types of inputs static
         1. And add just different keywords/content for inputs.

Meeting starts, all team present. Only Louise from the customer side.  
Meeting Notes:

1. IP Topic
   1. They’re trying to reach out to Tim about it. He has not been replying
2. Customer meeting
   1. 1530 is okay for Louise although she has to move stuff around
   2. 16-17 better for them however, we will see this in the future
3. Requirements
   1. Contact us form
      1. Stick to email form.
      2. They won’t be able
   2. Submissions
      1. For an account holder, they will see everything done before.
      2. If not, they will just get an email
   3. Action Plan progress tracker (interactive)
      1. That is perfect.
      2. Let them take notes for each task
      3. Let them add more tasks
   4. Education specificity
      1. More specific – GSCI
      2. Level of qualification
      3. Subjects that matter
      4. How to handle international qualification?
         1. Level would be similar
         2. However, more generic opitons for internationals
   5. Progress on input
      1. Tracking only most recent input to save progress in inputs.
   6. ViloSky admins.
      1. What metrics to track
         1. # accounts
         2. **They will discuss** it and come back to it later on at some point
      2. Input adding scope
         1. Definitely will be able to add more keywords.
         2. However, as they go, they might need to add different types of inputs
         3. Let’s add in changing types of inputs in wireframes for now and see for the future
   7. HR Rep stuff
      1. Should employees be able to share personalized plans with HR reps?
         1. Yes, via ViloSky integration feature.
         2. This way, HR rep has constant/live access to action plan.
      2. Should depersonalized action plans (done by HR rep) be saved against their account?
         1. No. If not personalized, then it is of no use.
         2. Louise: We do not need this feature.
      3. Should HR reps have a separate form to fill for de-personalized outputs (whole larger groups of people) or personalized outputs (themselves or other individual employees)
         1. HR reps will be the ones to provide a **de-personalized input** which won’t be that different from usual input.
         2. Would just contain no names/emails. That’s it
         3. If any need for a different form, we can think of a compromise.
4. Wireframes
   1. Selim presenting very generic things
   2. They like how we have replicated the branding
   3. They like it a lot as a very initial wireframe

Post Customer Meeting (at 17:00 the same day) notes:

1. Spend an hour (each pair) on fleshing out/prioritizing tasks
2. Group tasks together next Wednesday morning
3. AP Alex: Create a contributing markdown page in repo
4. AP All: Read article about commit conventions
5. Team Coach Meeting at 10AM on Thursday 05.11 (Confirm with @Ming Wu).
   1. Don’t forget to record it!