Team name:

* PO - Aaron
* Scrum Master - TBC
* Technical Writer(?) - Jun

Vision statement: For agile software development teams who want a streamlined and easy-to-use application to manage projects, **Swif** is the project management software that offers an effective, multi-platform solution for all their needs. Unlike Trello and Jira, our product offers complete functionality without any fees or subscriptions.

Client Consultation 1 (11/08/2023)

* **What is the maximum size of the project?** 
  + **What is the maximum number of “products”/features that the product backlog can store?**
  + **What is the maximum number of users per project?**
  + **Max task number?**
* The project is targeted for which kind of user?
  + Only technical staff within our company OR available for the untrained public?
* What is the domain/aim of the product?
* (product backlog) specific features? (table? fields/columns?)
  + Tasks? User stories?
* The application must be host inside a server and can be access by the clients? (Just to confirm)

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* Access from phone and laptop(PC)
  + Web-based application
* Product backlog is feature 1
  + Check tasks
  + Sort by date - descending or ascending
  + Sort by priority
* When creating new task, should have an option
  + Name, description, priority (low, medium, important, urgent)
  + Task type = user story(default), bugs,
  + Tag user stories = frontend, backend, api, framework, testing, ui, ux, database
  + Assign task people
    - 1 task = 1 person
  + Can assign team members name and choose who to assign
  + Capture task status = not started, in progress, completed
  + Capture current stage = planning, development, testing, integration
  + modify/delete, then save as tasks and sort by priority (cards?)
  + Not all but some important info in cards = task name, tags, priority, storyline
  + Colour code priority: Urgent = red (Other non-priority can choose other colour)

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* Ask more general questions
* Ask more follow up questions instead of tunnel vision on prepared questions
* Active listening
* Avoid/minimise technical questions
* Have an outcome in mind

Plan of ATTACK!

* Slideshow
  + Product name
  + Features
  + Details
  + Basic mockup of UI
    - Include images (draft)

Client Consultation 2 (18/08/2023)

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* Colour blind mode??