Clients meeting minutes

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| Location:  Date: | Zoom  5/20/2022 |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 1:00 PM | | 2:00 PM | |
| Attendees: | |  | | --- | | Clements, William | | George, Anne | | Class | | Andy  Richard | |

# Agenda items

1. SRS requirements
2. System overview back end
3. Roles overview
4. Style guide design
5. Priority for next sprint

# Notes

* Remove all etcs from the SRS.
* Under user information, add all the info fields required like phone number and email address.
* We need to add language on the SRS that shows the system has the capability to export sections of the database (client specifically mentioned user information in csv format)
* Richard said that he would give us STMP credentials to send email to the users (send email asynchronously – block)
* Email to users will contain: thank you message, confirmation number (receipt), and QR code.
* Add role called event staff. Event staff will be able to see a pass/fail message and seat number after QR code is scanned.
* Organizer will also be able to see user’s seating position.
* Information contained in the QR code: contact info of the person who bought the ticket and confirmation number. (contact info in a QR code is a privacy related issue. Ask client about that. Suggestion: add only the confirmation number and date of purchase, and the organizer or an admi can look up contact info).
* The only 3º party we have in scope is google analytics (add language on the SRS about that).
* The analytics part of the SRS is referring to google analytics.
* Integration calls test: API calls cannot be made if the user has no authorization.
* Client uses AWS cloud services
* Client wants focus on functionality
* Client wants all data encrypted in transfer and at rest.
* Website only to use HTTPS
* Client does not want our team to test product on the server, he wants to do it himself.
* Client wants all the stubs for the purchasing process set up.
* Client will add stripe to the website himself.
* Priorities for the next sprint: Connect front end and back end, and add all the stubs for the purchasing process.
* Brother Clements notes:

Text, letter

Description automatically generated

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Collect all the email addresses from my team and send them to Andy, so he can add us to the company Slack. | Anne | May 23, 2022 | [Status 1, such as In Progress or Complete] |
| Send videos of how to set the back end and front end to Richard. | Anne | May 23, 2022 | [Status 2] |
| Set up our next meeting for next Friday per Richard request. We will just hand over the SDD. | Anne | [Date 3] | [Status 3] |