Clients meeting minutes

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| Location:  Date: | Zoom  5/27/2022 |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 1:00 PM | | 1:45 PM | |
| Attendees: | |  | | --- | | Clements, William | | George, Anne | | Class | | Richard | |

# Agenda items

1. Deliver what we have of the SDD to the client
2. Deliver updated SRS to the client
3. Schedule our next meeting

# Notes

Question for Andy for our next meeting (June 10th): Can guests see event ticket prices without signing in?

| 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 | Done |
| Send videos of how to set the back end and front end to Richard. | Anne | May 23, 2022 | Done |
| Confirm our SDD follow up meeting for next Friday (27th) per Richard request. We will just hand over the SDD. | Anne | [Date 3] | Done |
| Fix the Architectural design (set it to have 2 containers instead of 3) | Anne | May 27, 2022 | Done (after the meeting) |
| Create a logo for BlitzTix and give it to Aaron so he can change the website logo from ANDX to BlitzTix | Anne | June 2, 2022 | Done (after the meeting before deadline) |
| Send email to Richard with the SDD and updated SRS | Anne | May 28, 2022 | Done (after the meeting on the 29th) |
| Check the answer about venue administrators with Richard (he said that he was going to contact Andy about it) | Anne | June 3, 2022 | In Progress |
| Sending email confirming next meeting for June 10th | Anne | June 3, 2022 | In Progress |