

# CITS3200 Group B

## Minutes of Meeting 7 (Client Meeting) held on August 24, 2011

Present: Dr. Samanta Bickell Andrew.

Meeting Started: 1:55pm.

### 7.1. Matters arising from minutes of previous meetings

- Item 6.3. RAD draft is to be discussed with the client following this meeting.

### 7.2. Requirements Document

- Andrew went through the requirements document with Dr. Bickell. She is largely happy with the direction of the project. She clarified a few points and indicated her relative priorities, which will be integrated into the submitted RAD.

Action: **Andrew**

- Dr. Bickell reported that she will be overseas at a conference from 4-16 September, which will mean that she will be overseas when the client sign off for Deliverable B is required. She said that she may have email access while she is away and if so, will be able to provide her sign off via email. If not, Andrew Toovey, one of her colleagues on this project, will be able to sign off on her behalf.

### 7.3. Mockups

- Several mockups were shown to Dr. Bickell, and she indicated that she considered these to be “user friendly”.

### 7.4. Future actions

- Andrew explained that the next step was to finalise

- the requirements document for sign off for Deliverable B.
- Parallel to, and following the Deliverable B sign off, the group will begin implementing the project and show her iterative prototypes.

#### 7.5. Next meeting

- The next client meeting will occur after Dr. Bickell returns on September 16.

Meeting closed: 3:39pm.