BITpro Consultants

Meeting Agenda

March 31, 2017

10:00 am

Meeting Minutes

Type of Meeting: Fortnightly Forum

Meeting facilitator: Elise Allen

Invitees: See class roll

**Standing Items**

News and notices: No news or notices said

Team Co-ordinator reports on last deliverable and moving forward:

* Green Team – Team thanks, communication was tough for the team. Apart from that all went well.
* Red Team – job delegation went well for the team.
* Blue Team – file size upload was an issue. Communication outside of the group was an issue. Job delegation went well. Notice board plan is underway.

Green Team Notice Board:

* Github help guide
* Word search with a prize
* Interactive, give BitPro a more fun look

Pamphlet feedback:

* Check feedback in the issues tracker for each pamphlet handed in, fix the issues and comment on the issues tracker.

**New Business**

Upcoming Deliverable:

* Elise is the client
* Each team covers each aspect of the BitPro site
  + - * Potential clients
      * Potential new students
      * Current BitPro students
* Wordpress Site?
* Login page an issue? Larger project than anticipated?
* Implement stylesheet
* Timeframe?
* User of website uses CMS (content management system)
* Server?
* Keep it simple!
* Teams discuss the deliverable before final decision.
* Capturing the users on the front page is important.
* Each team has a measurable deliverable
* Easy rather than fancy
* Report back to Elise with a proposal from each team.

After the initial discussion of the deliverable, we had a meeting for 40 minutes then reported back with ideas we could implement in the deliverable.

**Deliverable Feedback**

* Skills entail favourites
* Project wiki to be made, this will enable clients to see all the past work we have done for clients
* Current user page
  + Drop box
  + Repo system
  + Viewport, current user page allow access to repo, integrate with login page
  + Slack incorporation for general info such as workshop notes etc…
  + Exclusive login access
  + Login service options
  + Links and url’s to resources
  + Contact with each other and others
* Client page
  + Gallery, images and design elements, reports, blog, open for public
  + Transparent workflow
  + Submission box form
  + Automated email
  + Blurb, notify clients of our potential
  + Generate content as we go, live feed
* Potential students
  + Blog on website of things done by groups
  + Notice board on the website
  + Registration, send CV’s through website
  + Survey to see for course?
  + Interactive page
* Wordpress??
  + Use this to deploy site
  + Child theme ‘
  + Database difficulties?
  + Need a server
  + AMP stack, for everyone, server
  + Git repos needed
  + Change site, migrate, change database
  + Site migration. Major difficulty
  + WAMP, XAMP, which is the ideal one?
* Wordpress.org
  + Everyone to watch a video and learn how to deploy the server and wordpress site for the next class
* Global Information
  + Our own style guide to be addressed
  + Use OP as a base, but flow from OP into our own style
  + Consistency is key

Meeting Adjourned 11:45am