



# Meeting Minutes – Crafty Cuts Laser project

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Location: *Building H – Level 6 - Room 97 / Monash Caulfield Campus*

Date: Wednesday 19/08/2015

Start Time: 8:30 AM

End Time: 10:30 AM

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## Attendance:

- Bec Albinson, the owner of Crafty Cuts Laser
- Jake Irving – Project team leader
- Fiona Huang – Client liaison
- Nasser Aloqayli – Builder

## Apologies:

None;

## Approval of agenda:

The agenda was unanimously approved as distributed.

## Agenda Items:

1. Overview of the current system processes.
2. Shopping and searching issues.
3. Making payment process and shipment.
4. Stock process and issues.
5. Customer account, discount and privileges.
6. Admin account, monitor and records.

## Items discussed:

1. Customers' functions as Etsy website, the current system.
2. New customers' function is when shopping should wait until checkout request is made.
3. Customer privileges or discount should be depending on the total price.
4. Customers' membership, account and newsletter.
5. Shipping and payment details.

6. Inability to efficiently remove items based off of item availability across the entire catalogue
7. Items availability (color and size) shown in the website.
8. Admin adding new items.
9. Admin account and dashboard.
10. Listing items and sorting them feature.

### **Other Notes**

- Client will provide screenshots of the admin pages.
- Client will provide links to other pages that should follow same style.

### **Agenda for next meeting**

- Next meeting is on Monday next week (Not official).
- Discuss event progress and confirm process.
- Discuss possible times to meet up and prepare any document.

### **Next meeting**

The next meeting will be at 2:00 pm, Monday, at Building H, Level 6, Room 97 Monash Caulfield Campus.

### **Meeting closed**

Meeting was adjourned at 10:30 AM.

### **Minutes submitted by:**

Nasser