



# 4th Meeting Minutes

**Location:** platform 3 café, Koornang Rd, Carnegie  
**Date:** Thursday 26/11/2015  
**Start Time:** 08:30 AM  
**End Time:** 10:20 AM

## 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) Client will give feedback of the last Delivery Cycle (including the report).
- 2) Client and team members will discuss any issues related to the previous builds.
- 3) Team members will briefly describe the current status of the system.
- 4) Team members will present current build of the system to the client.
- 5) Team members and client will discuss how the purchasing items look like.
  - a. Including (colour, type, price, etc).
- 6) Client sign off the report.
- 7) Further discussion about next build.

**Items discussed:**

- 1) The details layout of an item should be changed as required from the client.
- 2) The price of an item should be hidden for non-registered customers.
  - a. Registered customers should have special prices.
- 3) Different colours have different extra price.
- 4) The quantity of all items has to be limited to 99 for the customers.
- 5) Should be able to add more than one picture of each item.
- 6) The view of categories and sub-categories in the purchasing items.
  - a. Should be done as shown by the client.
- 7) The admin should be able to hide any item they want.
- 8) The admin want to be able to edit items details.
- 9) The customer should be able to contact the owner.
- 10) Discussion about the domain host and the budget constraint.

**Other Notes**

None

**Agenda for next meeting**

- Next meeting is on Tuesday 1<sup>st</sup> December 2015.
- Confirm about items types, colours and prices.
- Demonstrate the progress of the project and new functions.
- Discussing a list of domain hosts and make a choice.
- Any further documents might be useful.

**Next meeting**

The next meeting will be on Tuesday 01/12/2015.

The location is going to be at platform 3 café, Koornang Rd, Carnegie, unless the client would like to change.

The time will be confirmed by the client.

**Meeting closed**

Meeting was adjourned at 10:20 AM.

**Minutes submitted by:**

Nasser