



# 6th Meeting Minutes



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

**Date:** Saturday 16/01/2016

**Start Time:** 01:00 PM

**End Time:** 03:00 PM

## 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 status of the system.
2. Team will present current build to the client.
3. Discuss and clarify the latest changes in the system.
4. Explain what have been changed and improved.
5. Client checks the system and provide feedback.
6. Discussing the next deliveries and functions.

**Items discussed:**

- 1) Admin account.
  - a. Features and functions under My Account section.
  - b. List of orders and customers.
  - c. Billing list and the invoice report.
  - d. Products page and its details.
- 2) Customers account.
  - a. FAQs layout.
  - b. Filtering method and related products.
  - c. About us form.
  - d. Contact us form.
- 3) General pages
  - a. The home page will be changed as we received email for all the feedback.
  - b. Other pages, colours and design will be changed according to the email from the client.

**Other Notes**

None

**Agenda for next meeting**

- Demonstrate the progress of the project and new functions.
- The client might receive final system with all the relative documents.
- The client will sign off.

**Next meeting**

Next meeting is going to be announced.  
The time will be confirmed by the client.

**Meeting closed**

Meeting was adjourned at 03:00 PM.

**Minutes submitted by:**

Nasser