



# 5th Meeting Minutes

**Location:** platform 3 café, Koornang Rd, Carnegie

**Date:** Tuesday 01/21/2015

**Start Time:** 08:30 AM

**End Time:** 09:30 AM

**Attendance:**

Bec Albinson, the owner of Crafty Cuts Laser  
Fiona Huang – Client liaison

**Apologies:**

Nasser Aloqayli – Builder  
Jake Irving – Project team leader

**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 member will discuss any issues related to the previous builds.
- 3) Team member will briefly describe the current status of the system.
- 4) Team member will investigate the process of purchasing an item.
- 5) Team member will confirm the process flow of purchasing items.
- 6) Team member will discuss and explain the host domains.

**Items discussed:**

- 1) The price of items is calculated based on the colour and size.
- 2) The extra price of colours is the same to all products.
- 3) Editing and customizing products.
- 4) Discussing the differences between hosting domains, and suggest Go Dady domain.

**Other Notes:**

- The client will send documents about the product details.

**Agenda for next meeting:**

- Next meeting will be confirmed as needed.
- Demonstrate the progress of the project and new functions.
- Launch the website in a domain host.
- Further discussion about the layout.

**Next meeting:**

- The next meeting will be set later.
- 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 09:30 AM.

**Notes taken by:**

Fiona

**Minutes submitted by:**

Nasser