



Meeting Agenda



- **Objective of meeting**

Gather further requirements and confirm other functions.

- **Date, time and location**

1st December 8:30 am, platform 3 café, Koornang Rd, Carnegie

- **Preparation for meeting**

Any system documents, feedback and issues from last Delivery Cycle.

- **Duration**

Approximate 40 to 60 minutes

- **User participation (name, title/ position)**

Bec Albinson, the owner of Crafty Cuts Laser

- **Project team participation**

Fiona Huang

Meeting agenda:

- 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.