Meeting Minutes - **Crafty Cuts Laser project**

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

**Date:** Monday 07/09/2015

**Start Time:** 12:30 PM

**End Time:** 02:00 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 system status.
2. Introducing steps in the process of Delivery Cycles.
3. Discussion of the new documents.
4. Brief explanation of the System Overview Report.
5. Deep understanding of the functions and related issues.
6. Signing the report and further discussion.

## Items discussed:

1. Item page design with all its functions.
   1. Item page should be designed as shown in the copy.
   2. Unavailable items should not be shown in the list.
   3. The size and color option should be limit, drop down list,extra

price should be displayed properly .

* 1. Discount of items should be clear as in the copy.

1. Categories and subcategories section as shown in the copy.
2. Shipping cost based on the region (local or International).
3. Tax fees applied for local orders, not for International orders.
4. When checking-out, system should suggest extra items.
5. The ask question function, should be for guests and members.
6. When guests check-out, they should have option to register.
7. In the purchase history, in each item there should be a link to that

item, so customer can purchase it again.

1. System should be capable to generate 3 type of reports:
   1. Report for international orders (without GST).
   2. Report for local orders (with GST).
   3. Report for postage monthly cost.

## Other Notes

* Client will provide copy of the process of adding items.

## Agenda for next meeting

* Next meeting is in next week (Not approved yet).
* Receive all the documents from the client.
* Should present mock-ups of pages and functionalities.

**Next meeting**

Next meeting should be sometime next week, need to be approved by the client.

**Meeting closed**

Meeting was adjourned at 02:00 PM.

**Minutes submitted by:**

Nasser