## 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 present build of the system.
4. Client checks the system and provide feedback.
5. Client read the report and sign off.
6. Discussing the next deliveries and functions.

## Items discussed:

1. Home page of Crafty Cuts website.
   1. Client will confirm about the size of the home page.
2. Send messages to subscribers.
   1. Client wants to send emails to subscribed users.
   2. Client wants to be able to send emails to selected users.
3. FAQs
   1. Client wants to have Frequently Asked Questions to let other users know if their question has been answered before.
4. Adding new categories and subcategories.
   1. Client would like to be able to add, remove or edit certain categories to the website.
5. Password
   1. Client would like to have 8-16 length in the password.
   2. Also, should include Capital letters and Numbers.
6. Admin users
   1. Client wants to have three admin users.
   2. Client would like to be super-admin among the admin users.
7. Admin account functions
   1. Client has recommended us to register in Etsy website as a seller to see the functions they provide to sellers.
8. New website is unlike the Etsy website.
   1. The client has confirmed that the new website is totally not like the Etsy website.
9. Hosting website
   1. Client has recommended to use Crazy Domain to host the website.
10. Unavailable from 29th of October.
    1. The client has informed us that she will not available after 29th of October.
    2. Also, she suggests making the next meeting on 28th of October.

## Other Notes

None

## Agenda for next meeting

* Next meeting is on Wednesday 28th October 2015.
* Confirm about home page size.
* Demonstrate the progress of the project and new functions.
* Any further documents might be useful.

**Next meeting**

The next meeting will be on Wednesday 28/10/2015.

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 11:00 AM.

**Minutes submitted by:**

Nasser