**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