Location: Crafty Cuts Laser Studio

Date: Wednesday 3/02/2016

Attendance:

* Bec Albinson, the owner of Crafty Cuts Laser
* Jack Irving – Project team leader

# Agenda

1. Discuss how the system is coming along after the client has been able to test and use the system (in limited amounts) for approximately just under one week.
2. Discuss any bugs and or issues that have arisen since our last meeting.
3. To go through the post implementation review sheet that our client was given to fill out at our last meeting (Feb 1, 2016).
4. To explain to our client the finalisation of documentation. How to access it, how it’s being shared and where it’s at in terms of completion.

# Discus system

* Client is happy with the way the system has come along.
* The aesthetics of the site have met the client’s expectations.
* There are some minor errors which are expected to be fixed by the close of Feb 3, 2016.
* Client is confident that the main customers (wholesalers) will be satisfied with the new system and that general public customers can still use etsy.
* Some features may still need to be added to the website down the track but the client is happy to pursue that.
* Future development, it’s been recommended to the client that if the client can amass enough functions similar to what were delivered it could be possible to continue the project with another team in 2016.

# Bugs and changes

1. Dollars to be in shown at 2 decimal places. Currently $1.60 is shown as $1.6 whereas $1.55 is shown as $1.55 etc.
2. Prices to be displayed in red text
3. Currency converter box to be made a little bit smaller, by approximately 20 pixels to match the newsletter banner in width. Down from ~205px to 185/180px.
4. Contacts in the footer of the website should be made to Contact
5. Sub categories aren’t redirecting as expected. Bug needs to be fixed.
6. Custom requests to be removed from the contact us page.
7. Lock the site with a password (provide documentation to show the client how to remove the password lock)
8. Step by step backup and recovery to be added to the User Guide.
9. Products in the shop to not be displayed in all caps.

# Post Implementation Review sheet.

* Discussed the PIR sheet.
* General consensus is positive.
* Suggests changes, were longer development times. To allow for students to learn and troubleshoot problems at a later date.
* Time constraints meant a few features were unable to be implemented, mainly the CSV importer and wish list.

# Finalization of system and preparation for final hand over

1. System has been reviewed and the PIR documentation has been read and understood.
2. System has been accepted pending minor changes.
3. Acceptance test documentation/client sign off sheets for Builds 1-5 to be emailed and filled out due to loss of documents.
4. User and system documentation is in the process of being finalised and shared. Google drive has been set up for the client to access the documentation.
   1. Client has been walked through the documentation which has been shared so far.
   2. This includes
      1. initial access instructions
      2. System username and passwords
      3. Emails and passwords
   3. User documentation is being updated for the new system from DC2/3
5. System handover expected to occur by 4/2/2016

**Agenda for next meeting**

* Handover of the system

**Next meeting**

Next meeting is going to be announced.

The time will be confirmed by the client.

**Meeting closed**

Meeting was adjourned at 9:55 am

**Minutes submitted by:**

Jack