Client Meeting Agenda Week 10

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| **Meeting Date** | **Meeting Time** | **Location** |
| [07/05/2016] | 15:00 – 16:00 | Atech Computers |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Weekly team meeting |
| **Project Purpose** | Website for Atech Computers |

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| **Participant Names** | **Attended?** |
| Xiaochen Li | Yes |
| Vineet Joshi | Yes |
| Kidd Liang | Yes |

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| Agenda Item |
| 1. Apologies |
| No Apologies applied. |
| 2. Acceptance of previous minutes |
| We accepted the previous minutes. |
| 3. Action Items from previous minutes |
| 3.1 |
| No action items from previous minutes applied. |

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| Agenda Item – Business |
| 1. Deliverables |
| Discuss the customer acceptance of deliverables last week. |
| We showed the client the current website. He said he was satisfied with the current design of pages. |
| 2. Provider product list |
| Discuss the items whose meanings are not clear enough for development. |
| 1. IM’s files lack product category column. It is really a problem. Since IM is not an important provider, just ignore it and focus on the other three suppliers; 2. PB’s “Product Description” actually means “Product Name”; 3. All prices are GST exclusive, the product information should also include the prices with GST included. It is a just simple calculation: prices \* 115% with two digits after the point; 4. Synnex block prices mean discounted prices when buying more products. |
| 2. Work next two weeks |
| Discussed plan for the next two weeks. |
| 1. Complete all technical work, including product import and product page; 2. Produce test cases and complete unit test; |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| Next client meeting will be on Saturday, 21/05/2016. |

Closure of meeting: 15:35pm