Client Meeting Minutes Week 12

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| **Meeting Date** | **Meeting Time** | **Location** |
| [21/05/2016] | 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. Work completed in the last two weeks |
| Discuss the work for the last two weeks. |
| All the pages are completed;  Import page unit test has been completed, and the whole testing process will be finished before next Monday (23th May) |
| 2. Project handover plan |
| Discuss what is going to happen in the last two weeks. |
| 1) The handover process starts from today (22th May);  2) The project has been deployed to the public server. And the test process is based on the current public server, and the unit test will be finished before next Monday (23th May);  3) Client should also go over all the pages and functionalities, give advice to improve in the future plan;  4) The project deadline is week 14 (4th June), and the handover should all be completed before that time. Client should send a copy of Client Review document to Robert with appropriate questions answered. |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| This is the last client meeting. |