**Minutes of GAP Hardware Requirement gathering Meeting No. 1**

**20th Aug 2018**

**Present:**

**Chair:** Samantha Goss, Hasan Furhad

**Members**: Sowmya Vasantharao, Srivani Nampally, Swapna Jaidi, Shalini Raigir.

**Apologies:** None

**Minutes:** Sowmya Vasantharao, Srivani Nampally, Swapna Jaidi, Shalini Raigir.

**Agenda item 1. – Previous Action Items**

None

**Agenda item 2. – GAP Hardware requirements gathering**

Hasan Furhad introduced the topic, with Samantha Goss present to provide requirements for developing a Hardware store website.

Samantha Goss outlined and confirmed the below business requirements:

1. Layout:

* Header: Company name and Logo – Logo should be on top right-side corner.
* Footer: Social media links.
* Body: Link to product categories as buttons and Links to Login or Register, Contact us, About us, Help and search button with input field should be placed horizontally.
* Font on website should be Arial and Font size should be standard.
* It is a multiple page website.
* Background colour - Sky blue & label text - steel grey.
* Font size for page headings on each page should be same and consistent.

2. Login or Register, Contact us, About us, Help Links and search

2.1. Login or Register

* Register Link
* Click on Register link should navigate to Registration application from and should be downloadable.
* User will be completing the application form and send to admin for creating user profile.
* Login name should be unique.
* Maximum number of customers can register to login
* Login Link
* Click on Login link should display Username and Password input fields with Login button.
* If user forget password, send an email to admin for resetting password.

2.2. Contact us

* Click on Contact Us link should navigate to Contacts Us screen with contact details.

2.3. About us

* Click on About Us link should navigate to About Us screen with information about the company.

2.4. Help

* Click on Help link should navigate to Help screen with information.

2.5. Search option

* Input filed with Search button should be present for user to perform search.

3. Link to product categories

* Click on Product categories buttons should navigate to subsequent pages with product category title as heading.
* List of product categories should be limited to 4.

4. Product category pages:

* Should display list of products available for that category and prices of the products should not be displayed if the user is not logged in.
* Only limited number of hardware products available and new products added as required.
* Order form should be available to users only after login.
* User should be able to download order form and need to complete and email forms to admin.
* Product prices will be displayed for logged in users.
* List of products displayed should be limited.
* Sale promotions should be displayed.

5. Technical Requirements:

* HTML/CSS and php technologies should be used to implement website.
* User name and password should be stored in data base.

Other Requirements

* Budget allocated for project is AUD10000.
* Product delivery – Before Christmas (15th December).

6. List of questions for clients - mixed open and closed

|  |  |  |  |
| --- | --- | --- | --- |
| Q. No | Question | Client Response | Status |
| 1. | Any Specific font for text on the webpages? | Arial should be Font | Closed |
| 2. | Should there be Password Reset option for user? | No – User should send an email to admin for resetting password | Closed |
| 3. | Help option for users if they struck with something? | Yes – Help option should be present on every page | Closed |
| 4. | Should there be Shopping Cart? | No – No online purchase option for user | Closed |
| 5. | Can customer submit orders online? | No – Download order form website and send completed order form to admin through email | Closed |
| 6. | Budget for developing website? | $10000 | Closed |
| 7. | 1st release to be delivered for client? | Before Christmas (15th December) | Closed |
| 8. | Software and technology used for developing website? | HTML/CSS, PHP and database | Closed |
| 9. | Where should the Login details be stored? | Should be stored in database | Closed |

**Agenda item 3 – Action Items**

* Samantha Goss to provide content for About us, contact us and Help pages.
* Samantha Goss to provide Registration application from and order form
* Project team members to provide Project planning and System requirement specification documents.

**Log client contact/frequency of meetings**

Client contact is Samantha Goss and communication with client occurs through emails frequently instead of meetings