

Client Meeting

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Client Meeting Preparation

This template is brought to you by Mural, a visual collaboration app.

Participants	Shuyang Fan Xiancheng Yang Yunfei Jing Jiachen Zhou Zijian Zeng
Brainstorm date	2020-8-10

:timer: Brainstorm agenda

Item	Time
Decide meeting note template	5 min
talk about questions when meeting with clients	30 min

:printer: Brainstorm outcomes

What are the target audiences of the Application?

e.g.

1. students or lecturers
2. employees or employers
3. young or old

What functionalities are we thinking in mind?

e.g.

1. uploading files/ videos/ texts
2. fuzzy search
3. comment
4. adding friend + friend verify skills

Which platforms are we publishing?

e.g.

1. smart phones - Andriod

2. web - Chrome

What kind of challenge(s) we may face?

e.g.

1. server capacity

What kind of special functions that can distinguish our project with other similar projects?

e.g.

1. sociability
2. template

Summary of results

Three questions for the coming meeting

Client Meeting recording

https://drive.google.com/drive/u/1/folders/1ZavZ1bHMPM1W7ogD7-_tzAz1kgZrMBMm

Client A Meeting 1

Date of interview	2020-8-22
Interviewers	All member
Customer name	Client group A

Top takeaways

- List functions requirement
- Non-functional requirement

Background

▼ Interview questions and answers

Interview with clients, talk about the product design

1. Who is the target user of our product?
2. What are the main functionalities?
3. Can you break the main functionalities into distinct parts? e.g. Content, Social, User Management?
4. Can you come up with the core user story for each part?
5. Are users encouraged to connect to interact with others?
6. What kind of information do you want to present in the e-portfolio? personal info, award, education history, working experience...
7. Are users allowed to upload multimedia resources like videos, images, and other files?
8. What is the design style of the product?
9. Do you want a web-based application or a mobile application?

In this meeting, the client A group talked about the needs of this project to the development team, the website is designed as user-orientation. User can create their account and edit their portfolio with multiple templates. The videos, pictures and text can be added into their portfolio. Not only create their own portfolio, but users also can view portfolios of other people. They can like, comment, share and follow other user and get update information via email.

The client A group mentioned that the portfolio is used in a company. Hence, the portfolio should support to show their title and role in the workplace. In addition, the website faces Australian users, which not support multiple languages and the server should base Australia. We assume the company has thousands of employees, that will help us to decide the scalability when building the server.

Functional Requirement

User Management

- User information
 - name
 - description
 - email
 - title
- Profile
 - dashboard: buttons (edit or share)

User Interaction:

- Comment / like
 - User must log in first
- Share: copy link to clipboard

Search:

- Search by author
 - "David"
- Search by tag
 - e.g. Algorithm Design

Content:

- One e-portfolio per user
- One long page for each e-portfolio
- Author preview - photo, name, title
- Tag: tags will be assigned to e-Portfolio by the author
- Public / Private
 - The public page is available to everyone.
 - The private page is available to registered users.
- Upload picture and video
- Multiple themes
 - User can choose a theme to display the content

Non-functional Requirement

Targeted User

Organizational use

Scalability

thousands of staffs

Internationalisation

No. English support only

UI/UX Design

Clean design. Multiple theme support.

Client B Meeting 1

Date of interview	2020-8-23
Interviewers	All member
Customer name	Client group B

Top takeaways

- List functions requirement
- Non-functional requirement

In this meeting, the client B group talked about the needs of this project to the development team, the website is designed as user-orientation. The main functionality is similar to the client A requirements. The difference has been marked as red in the following document. In addition, they have added some new functions. The new account should be verified via email to be activated. The PDF file could be added into the portfolio and the elements in the portfolio can be dragged to change position. Users can contact the portfolio owner by phone number or email address shown at the bottom.

However, the main conflict between the client A group and client B group is the use of this portfolio website. The client B group considered the website should face to graduated students, which can help them find jobs. Hence, the major and school should be shown in their portfolios. The portfolio is more like a resume to show users information, rather than a blog to show the projects they have done. In addition, the website faces globally, which not support multiple languages but the server location should be reconsidered.

The conflict solving detail will be mentioned in the achievement section.

Functional Requirement

User Management

- User information
 - name (Necessary)
 - description
 - email (Necessary)
 - password (Necessary)
 - phone no.
 - address
- Homepage - a long page, **can change order**
 - Introduction
 - **working experience**
 - **education,**
 - **achievement**
 - **resume in PDF**
 - **contact info (at the bottom)**
- Register/Login
 - **verification code when register - email**
 - Password (Characters + Numbers, 8 character minimum, **Google Standard**)

User Interaction:

- Comment
 - User must log in first
- Share: copy link to clipboard
- View (login first)
- Like (comment & portfolio)
- **Notification - Email**
 - **Following user update**

Search:

- Search by name
 - "David"
- Search by tag
 - e.g. Algorithm Design

Content:

- Public / Private
 - The public page is available to everyone.
 - The private page is available to registered users.
- Upload pictures, videos and **files**
- A few templates
 - User can choose a theme to display the content

Non-functional Requirement

About

A Web-based basic online system

Targeted User

graduated student for jobs

Scalability

thousands of staffs in globalization (in a different country)

Internationalisation

Yes but English support only

UI/UX Design

Simple, modern, preview in a square shape, allow the user to choose

Client A Meeting 2

Date

2020-9-12

Participants

- @ Xiancheng Yang
- @ Shuyang Fan
- @ Yunfei Jing
- @ zijian Zeng
- @ Jiachen Zhou

Goals

Get feedback from client group A

Discussion topics

Time	Presenter	Notes
12.00	Xiancheng Yang	<ul style="list-style-type: none">• Introduce the meeting process
12.05	Yunfei Jing	<ul style="list-style-type: none">• Project demo
12.20	Client	<ul style="list-style-type: none">• feedback
12.30	Group	<ul style="list-style-type: none">• Discuss sprint 2 works• Add new functionality

Live Demo

- Register (with email verification)
- Login (with forget password)
- Password recovery
- Password reset
- Search e-portfolio by name and tag
- Edit tag
- Portfolio editor

Feedback

The explore in the dashboard should move to the homepage. There should be a back button in profile page after users signed in.

The portfolio editor should edit by blocks.

Requirement Clarification

- Add 'organization' attribute into the user profile
- Search portfolio by organization
- Add profile icon

Sprint 2 Main Works

- Portfolio editor
 - text, picture
 - **block format**
 - the text block, picture block
 - template example - block example
- Homepage
- Add 'organisation' attribute into the user profile
- Search portfolio by organisation

Client B Meeting 2

Date

2020-9-12

Participants

- @ Xiancheng Yang
- @ Shuyang Fan
- @ Jiachen Zhou
- @ zijian Zeng
- @ Yunfei Jing

Goals

Get feedback from client group B

Discussion topics

Time	Presenter	Notes
14.00	Xiancheng Yang	<ul style="list-style-type: none">• Introduce the meeting process
14.05	Yunfei Jing	<ul style="list-style-type: none">• Project demo
14.10	Client	<ul style="list-style-type: none">• feedback

Live Demo

- Register (with email verification)

- Login (with forget password)
- Password recovery
- Password reset
- Search e-portfolio by name and tag
- Edit tag
- Portfolio editor

Feedback

- Reduce flip animation on the home page - "too much"
- Add a search icon on the homepage
- Show/Hidden content in a password field

Sprint 2 Main Works

- Portfolio editor
- Homepage
- Password has visibility when entering

Client A Meeting 3

Date

2020-10-3

Participants

- @ Xiancheng Yang
- @ Shuyang Fan
- @ Yunfei Jing
- @ zijian Zeng
- @ Jiachen Zhou

Goals

Get feedback from client group A

Discussion topics

Time	Presenter	Notes
20.00	Xiancheng Yang	<ul style="list-style-type: none"> • Introduce the meeting process
20.05	Xiancheng Yang	<ul style="list-style-type: none"> • Project demo
20.20	Client	<ul style="list-style-type: none"> • feedback
20.30	Group	<ul style="list-style-type: none"> • Discuss sprint 2 works • Add new functionality

Live Demo

- Homepage
- Search by name
- Search by tag

- Profile page
- Sociality function: like, comment, follow, share
- Profile Editor

Feedback

Good

Requirement Clarification

- Audio player default closed
- Combine dashboard
- Find the following users
- Delete footer in the edit page and explore page

Client B Meeting 3

Date

2020-10-3

Participants

- @ Xiancheng Yang
- @ Shuyang Fan
- @ Yunfei Jing
- @ zijian Zeng
- @ Jiachen Zhou

Goals

Get feedback from client group B

Discussion topics

Time	Presenter	Notes
15.00	Xiancheng Yang	<ul style="list-style-type: none">• Introduce the meeting process
15.05	Xiancheng Yang	<ul style="list-style-type: none">• Project demo
15.15	Yunfei Jing	<ul style="list-style-type: none">• Editor demo
15.20	Client	<ul style="list-style-type: none">• feedback
15.30	Group	<ul style="list-style-type: none">• Discuss sprint 2 works• Add new functionality

Live Demo

- Homepage
- Search by name
- Search by tag
- Profile page
- Sociality function: like, comment, follow, share
- Profile Editor

Feedback

Implement the comment button of comment page.

Requirement Clarification

- Finish comment button

Client A Final Feedback

Hello COMP30022 development team,

We are happy to receive your product and did some user tests according to our acceptance criteria. Great job on the eportfolio system and all of the acceptance criteria are satisfied.

It has been a pleasant experience using your eportfolio system where everything is kept clear and simple, without having too many buttons and still fulfilling key functionalities. We really enjoyed the explore page design as well as the portfolio design page. It is made very easy for someone who have little experience on eportfolios to get started on creating one himself.

In terms of future improvements I would like to see a faster registration process ie. Detecting duplicated usernames as soon as the user enters it instead of prompting after clicking sign up, or make some fields optional to optimise the registration process.

Great job!

Regards

SWEN90016 team

Client B Final Feedback

Hi all,

Our group has tested the final product (<https://eportfolio.tech>) and the overall result is really good. Here is some feedback –

1. The UI layout design is clear and navigable.
2. All the pages are detail-oriented, which can be seen from the animation and transition design.
3. Excellent responsive design – the website can run in different screen sizes and it's also accessible for mobile phone users.
4. The music player function provides an extra layer to the website experience, making it more enjoyable.
5. The green pop-up notification after every action triggered by the users is nice and smooth.
6. The card-swiping interaction in the “explore” page is creative and it is smart and of good UX design that users are given extra options to browse the “explore” page by adjusting the animation mode.
7. Regarding the “Edit my e-portfolio” page, the input form for the main text could be adjusted by breaking down into smaller sections so that users can use it as a reference when writing the e-portfolio – similar to the content in the “peace & love” template but as different input forms.

Thanks again for the hard work.

Regards,
Yihe