Client Meeting Minutes - 1UP Bouldering Web App

Date: 10-Jul-2021

Attendees:
Brian – 1UP Bouldering
Garvey Chan – Developer
Katherine Rock – Developer

Summary of discussion

Member payment frequency required:
Daily
Weekly
Monthly
Annual
10-day passes

Payment methods
As a small business, they need to be set up to accept all forms of payment, including cash.
Stripe offers payment subscription service and KR has implemented this previously.
Brian was recommended Adyen.
KR to research Adyen, compare with Stripe and recommend solution to client.

New member sign up process
Client preference is for members to complete the sign-up process remotely before attending the gym.
Members should also have access to sign-up using iPads provided at the gym or with the assistance of gym staff.
Sign up process should also include the ability for members to upload their own photos or to take a photo using the gym's iPads.

New member information
Sign up process should capture:
- Name
- Date of birth
- Address
- Contact information
- Emergency contact

Waiver
Members need to sign waiver on sign up and again if there is an update to the waiver.
Periodic updates to the waiver are expected.
KR/GC to investigate use of electronic signatures.
Database will need to include a table to capture the date or version number of the waiver and the date signed by each member.

Key features

Easy to use interface for members and staff is high priority for client.

Staff dashboard is high priority.

When a member checks in to the gym their profile and picture should be displayed to staff at reception.

Payment integration is a high priority for the client.

Client has experience previously of receiving all data in Excel for further manual review.

Plan is to provide data in excel format for the first iteration of the app along with a basic dashboard, with more detailed reports to be added later.

Chat/queries between members and gym staff was not deemed a high priority by the client.

The key features agreed for the initial version of the app are:
- New member onboarding
- Member Profile and Photo Upload
- Waiver Signing
- Check-in Dashboard and Logs

Integrate existing data

Due to Covid, the launch date of the gym cannot be confirmed.

If the present app is not available in time for launch, an interim app will be used.

KR/GC to investigate integrating data from the interim app into the current app.

Action Items

KR to research Adyen, compare with Stripe and recommend solution to client.

KR/GC to investigate use of electronic signatures for members to sign waivers.

KR/GC to investigate integrating data from the interim app into the current app if required.