

Meeting minutes with client

Date:	29 Dec 2022	
Time:	20:00 – 21:30	
Venue:	ADC 203	
Present:	Project team: KWOK KA KIT (Scrum Master) YIP KIN WANG (Technical Manager) NG KA WAI Davina (Product Owner)	Client: Ivy Wong

Introduction:

Meeting with the client. Presents the website and Android app UI/UX designs to client.

Item	Description	Target Completion Date
1	<ul style="list-style-type: none">The development team met with the client to present the UI/UX designs for the website and Android app. The team highlighted the importance of creating intuitive and visually appealing designs.The development team showcased the bilingual interface (English and Chinese) and demonstrated the key features such as public submission of species sightings, sharing interactions with birds, and photo/video submissions for publishing approval.The team also highlighted the content management system (CMS) with roles, approval processes, and notification settings. The designs aimed to provide a seamless and engaging user experience while meeting the client's requirements.	Nil

2	<p>Client feedback and discussion (Focus on Web and App design):</p> <ul style="list-style-type: none"> • The client expressed satisfaction with the overall design direction and appreciated the attention to detail. • Some specific points discussed included the placement and visibility of certain elements, color schemes, and navigation flow. • The client provided additional suggestions and requirements for further improvement. <p>Client Feedback and Discussion (Focus on CMS Design):</p> <p>During the presentation, the client provided feedback and engaged in a detailed discussion regarding the CMS design. The client expressed overall satisfaction with the CMS concept and appreciated the functionality it offered. Specific points of discussion included:</p> <ul style="list-style-type: none"> • Roles and Permissions: Ivy Wong discussed the roles of the admin and moderator within the CMS. She emphasized the importance of clearly defining the permissions and responsibilities of each role to ensure smooth content management and user interaction. The team took note of this feedback and assured the client that they would revise and clarify the role definitions accordingly. • Approval Processes: the client expressed the need for a streamlined and efficient approval process within the CMS. She emphasized the importance of providing timely feedback and notifications to users regarding the status of their submitted content. The development team discussed possible solutions to improve the approval workflow, including automated notifications and clear status indicators. They assured the client that they would enhance the approval process based on this feedback. • Content Editing and Moderation: The 	Nil
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	<p>client expressed the importance of providing intuitive content editing capabilities within the CMS for the admin user.</p> <ul style="list-style-type: none"> • The client mentioned the need for a user-friendly interface that allows easy content creation, modification, and deletion. The team acknowledged this feedback and assured the client that they would prioritize the ease of use and efficiency of the content editing functionality. • Inappropriate Comments and Moderation: The client highlighted the concern of inappropriate comments and the need for effective moderation. She emphasized the importance of implementing measures to prevent and handle such comments promptly. The development team discussed the inclusion of a flagging system, comment reporting mechanisms, and moderation tools to address this concern effectively. 	
3	<p>The development team discussed the progress made in designing the UI/UX for the website and Android app.</p> <ul style="list-style-type: none"> • Based on the client's feedback and suggestions, the development team discussed the next steps in the project. • The team will incorporate the client's feedback into the UI/UX designs and make necessary adjustments to address the suggestions provided. • The team emphasized the importance of maintaining a balance between the client's vision and industry best practices to ensure a successful outcome. 	Follow up by Project Team and provide solution in System Analysis and Design stage

4	<p>Action Items:</p> <ul style="list-style-type: none"> • Development Team: Incorporate client's feedback and suggestions into the UI/UX designs. • Based on the client's feedback and suggestions, the development team discussed the next steps regarding the CMS design. The team outlined the following next steps: <ul style="list-style-type: none"> ➤ Development Team: Incorporate the client's feedback and suggestions into the CMS design. ➤ Development Team: Revise and clarify the roles and permissions within the CMS. ➤ Development Team: Enhance the approval process, including automated notifications and clear status indicators. ➤ Development Team: Prioritize ease of use and efficiency of the content editing functionality. ➤ Development Team: Implement measures to prevent and handle inappropriate comments effectively. • Development Team: Make necessary adjustments to address the client's requirements and improve the user experience. • Development Team: Share the updated UI/UX designs with the client for further review and approval. • Client: Provide any additional feedback or suggestions on the updated designs. 	Follow up by Project Team and provide solution in System Analysis and Design stage
5	The meeting was adjourned at 21:30.	Nil
6	<p>Coming Activities:</p> <ul style="list-style-type: none"> • A follow-up meeting will be scheduled to discuss the finalized designs and proceed with the development stage. • Next meeting with client will be Jan 11th 2023 	Nil