# Meeting minutes with client

| Date: | 7 Dec 2022 | |
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| Time: | 20:00 – 21:30 | |
| Venue: | HPC1102 | |
| Present: | Project team:<br>KWOK KA KIT (Scrum Master)<br>YIP KIN WANG (Technical Manager)<br>NG KA WAI Davina (Product Owner) | Client:<br>Ivy Wong |

**Introduction:**

Meeting with the client. Gather user requirements to develop intuitive and visually appealing UI/UX designs for the website and Android app.

| Item | Description | Target Completion Date |
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| 1 | Client shares the ideas on front-end applications UX /UI design:<br>• Create a bilingual interface (English and Chinese)<br>• Implement features such as public submission of species sightings, sharing interactions with birds, and photo/video submissions for publishing approval.<br>Client shares the ideas on CMS design\<br>• The content management system (CMS) should include roles, public posts and likes with approval process, moderator approval for survey records, and notification settings. | Nil |

| 2 | Client provides information on current environment of existing website. | Nil |
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| | • Provide a platform for the public to record the rare species in Hong Kong and share their findings by uploading photos of the extralimital species. | |
| | • Server stores the photos uploaded by the public via web. | |
| | • List of Hong Kong Birds will be published on the official website and app. | |
| | • Keep the public abreast of the latest news and activities related to the organization. | |
| | • An Survey form in excel format is used to gather surveyor information, such as location, date, time, name of surveyor. | |
| | • A Species information form in excel format is used to record rare species exist location, name of surveyor. | |

| 3 | The development team discussed the progress made in designing the UI/UX for the website and Android app. | Follow up by Project Team and provide solution in System Analysis and Design stage |
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| | • The team is going to work on creating intuitive and visually appealing designs that align with the client's requirements. | |
| | • They have focused on ensuring a seamless user experience and incorporating the necessary features outlined in the previous meeting. The designs will be finalized for review on next meeting. | |
| | • The team will also explore optional functions such as setting user authorities for third-party content contributors, data encryption in transit, the ability for surveyors to delete data if requested, placing watermarks on images, and ensuring GDPR compliance support. | |

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| 4 | • The development team outlined the next steps in the project. They will incorporate the client's feedback into the UI/UX designs and finalize them for approval.<br><br>• Once the designs are approved, the team will proceed with the development stage, ensuring that the necessary technical solutions are implemented to meet security and data protection requirements.<br><br>• The team will also prepare the documentation, including the user acceptance testing plan and user guide, to support the development and deployment process.<br><br>• The team will schedule regular quality control and monitoring activities to ensure the project's smooth running and compliance with quality requirements. | Follow up by Project Team and provide solution in System Analysis and Design stage |

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| 5 | Next Steps: The development team outlined the next steps in the project. They will incorporate the client's feedback into the UI/UX designs and finalize them for approval. | Follow up by Project Team and provide solution in System Analysis and Design stage |

| 6 | Action Items:<br><br>• Development Team: Incorporate client's feedback into UI/UX designs.<br>• Development Team: Finalize UI/UX designs and seek client's approval.<br>• Development Team: Implement technical solutions for security and data protection.<br>• Project Team: Schedule a follow-up meeting with the client to present and discuss the finalized UI/UX designs and development plan. | |
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| 8 | The meeting was adjourned at 21:30. | Nil |
| 9 | Coming Activities:<br>• Next meeting with client will be Dec 29$^{th}$ 2022 | Nil |