

### Meeting minutes with client

<b>Date:</b>	<b>11 Jan 2023</b>	
<b>Time:</b>	<b>20:00 – 21:30</b>	
<b>Venue:</b>	<b>ADC 203</b>	
<b>Present:</b>	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 finalized website and Android app UI/UX designs to client.

Item	Description	Target Completion Date
1	<ul style="list-style-type: none"><li>The development team met with the client to present the finalized UI/UX designs for the website, Android app and CMS design. They showcased the refined user interfaces, improved navigation, bilingual support, and the incorporation of the client's feedback regarding the CMS design enhancements discussed in the previous meetings.</li><li>The development team and the client gathered to wrap up the finalized designs for the website, Android app, and content management system (CMS). The team expressed their appreciation for the collaborative efforts and highlighted the progress made during the design phase.</li></ul>	Nil

2	<p>Client Feedback and Discussion:</p> <ul style="list-style-type: none"> <li>• The client provided feedback on the finalized designs and engaged in a detailed discussion with the development team. The discussion primarily focused on the alignment of the designs with the client's vision and the fulfillment of the project's goals. Specific points of discussion included:</li> <li>• Visual Appeal and Intuitiveness: The client expressed her satisfaction with the visually appealing and intuitive design elements incorporated in both the web and app interfaces. She appreciated the seamless navigation and highlighted the importance of a user-friendly experience.</li> <li>• CMS Design Enhancements: The client acknowledged the team's efforts in addressing her feedback related to the CMS design. She reviewed the revised roles and permissions, the enhanced approval process, and the measures implemented to prevent and handle inappropriate comments. The client expressed her approval of these enhancements.</li> <li>• The client provided positive feedback on the finalized designs. She expressed her satisfaction with the improvements made, specifically highlighting the intuitive user interface, enhanced content editing functionality, and the effective measures implemented to handle inappropriate comments. After reviewing the designs, she provided her official approval for the web, app, and CMS designs.</li> </ul>	Nil
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3	<p>Next Steps for Development Stage: With the client's approval, the development team discussed the next steps for the development stage:</p> <ul style="list-style-type: none"> <li>• Backend Development: The team will initiate the backend development process, ensuring seamless integration with the finalized UI/UX designs.</li> <li>• Frontend Development: The team will start implementing the UI/UX designs into the website and Android app, focusing on responsiveness, interactivity, and ensuring a visually appealing user experience.</li> <li>• CMS Development: The team will proceed with the development of the content management system, incorporating the approved enhancements discussed in previous meetings. They will prioritize the roles and permissions, approval processes, content editing capabilities, and measures to handle inappropriate comments effectively.</li> <li>• Testing and Quality Assurance: The team will conduct thorough testing and quality assurance processes to ensure the functionality, usability, and security of the developed systems.</li> </ul>	Follow up by Project Team and provide solution in System Analysis and Design report
4	<ul style="list-style-type: none"> <li>• Next Steps: The development team will proceed with the backend and frontend development, as well as the CMS development, based on the approved designs.</li> <li>• They will conduct thorough testing and quality assurance processes to ensure the functionality and security of the developed systems.</li> <li>• The project team will provide regular progress updates to the client, and the client is encouraged to review and provide timely feedback on the development progress.</li> </ul>	Follow up by Project Team and provide solution in Development stage

5	The meeting was adjourned at 21:30.	Nil
6	<p>Coming Activities:</p> <ul style="list-style-type: none"> <li>• Development Team: Initiate backend development, frontend development, and CMS development based on the approved designs.</li> <li>• Development Team: Conduct testing and quality assurance processes to ensure the functionality and security of the developed systems.</li> <li>• Project Team: Provide regular progress updates to the client throughout the development stage.</li> <li>• Client: Review and provide timely feedback on the development progress.</li> <li>• Next meeting with client will be May 30<sup>th</sup> 2023</li> </ul>	Nil