

# **Client Meeting Minutes**

**Group** : SD07

**Client** : Mrs. Anjalie Gamage

**Venue** : SLIIT Metro Campus

**Time** : 12.15 PM

**Date** : 15<sup>th</sup> of August 2018

**Meeting** : Meeting 2

**Members Attended:**

G.D.Janith Ronaka

H.M.D.L.Gunasiri

**Members not in Attendance:**

T.T.T.Rathnaweera

Bhanuka Hingalagoda

## **Purpose of the Meeting**

- Clarify the unclear functionalities of the system.
- Finalize the product scope and system functionalizes.
- Request to arrange the next client meetings as online meetings.

## **Minutes**

The main purpose of this meeting was to show the client the functionalities list we are going to develop within our project scope and to finalize them. We brought a list of functionalities and presented it to Mrs. Anjali and discussed with her about those features. She add some sub functions and gave us a detailed clarification about the functionalities that were not clear to us. Basically nothing changed in the functionalities list we provided, but only one feature was added by Mrs. Anjalie to view a member's previous positions in the committee. We weren't sure about how many user roles should be there in the system. So Mrs. Anjalie gave us a list of user roles that should be able to access the system for different level of privileged actions. Further we discussed about the process of Accounts Handling of the system and the Report Generation.

After this discussion we sorted out many doubts we had about some features such as Accounts, Event Management, and Member Report etc.

Another thing we suggested to our client in this meeting was having the future client meetings as online meetings. Since some of our group members are working, it is hard for them to find a free time at day time to the client meetings. When we explained the issue Mrs. Anjalie agreed to have the online meetings in future. Those were the key issues and concerns we had to clear in client meeting 2. The meeting was adjourned at 1.15PM.

## **Actions Taken**

- Prepared a clear functionalities list.
- Held a standup meeting to plan and discuss the upcoming tasks and the progress of currently ongoing tasks.
- Prepared a basic task breakdown document.
- Prepared the Task Allocation document based on the finalized functionalities list.