Client Meeting Minutes 3

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| **Date:** | 21/06/17 (Wednesday) |
| **Time:** | 9.00pm |
| **Venue:** | SMU Labs Meeting Space |
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| **Attendees:** | Yu Xuan, Hui Yan, Jeremy, Yi Xuan, Sheryl |
| **Absentee:** | Clarissa (Sick) |
| **Agenda:** | 1. Product Customisation Pricing 2. Database Design 3. Current Business Flow (AS-IS Process) 4. Internal Users 5. Salesperson Commission 6. Payment Method 7. Other Matters |

**1. Product Customisation Pricing**

Product set includes: Bedsheet, Blanket and 2 Pillow Cases. Possible add-ons: Curtain, Sofa, Carpet, Lamp. The patterns are the same for all products to minimise the number of product combinations needed to be stored in the database. Product customisation pricing differs mainly by the type of linen used. Client will provide a spreadsheet for pricing on a later date.

**2. Database Design**

As per discussion with client, thread count no longer affects pricing, there may be shipping charges for overseas shipping and client may make use of promo codes. Hence, it was decided that thread count table is not needed and can be removed. Shipping table needs to be created (by default shipping to Singapore = 0) and promo code table needs to be created.

**3. Current Business Flow (AS-IS Process)**

Client was presented with a drawn AS-IS Process and finalised how the AS-IS process look like. The client is looking at cost and time savings in the To-Be Process.

**4. Internal Users**

The internal users of the application includes the product manager, QC and the Salesperson. Factory workers are confirmed to have no write access to the application. Different URL for admin login is preferred. Admin portal can have an easy management system to allow admins to upload new products else a simple database solution is acceptable as well.

Salesperson – Logs in to help customer fill in order form and make payment

Factory workers – Do not need to care where the order come from, just need unique product id

Product Manager – Look at serial number translates to design and plans printing. Clicks complete

QC – have own device

**5. Salesperson Commission**

Client is looking at Employee tags to tag sales to salesperson for commission. There are 2 shifts of salesperson at every physical store. However, client have not thought through how he wants this to work and will get back to us with the details at a later date.

**6. Payment Module**

Client was presented with a comparison table for different payment methods such as Paypal and Stripe. Client is open with having both Paypal and Stripe on the website but priority will be Stripe. Not a must to make payment online as instore cash registers are available. However, Client needs to think through on the security issue and will get back to us.

**7. Other Matters**

Client mentioned that he have existing staffs to do UAT for u and provide feedbacks. Besides pricing spreadsheet, client will hand over the existing WIX account as well as product images to us soon.

The meeting was adjourned at 10.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yi Xuan

Vetted and edited by,