Client Meeting Minutes 1

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| **Date:** | 03/06/17 (Saturday) |
| **Time:** | 1.15pm |
| **Venue:** | SMU Labs Meeting Space |
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| **Attendees:** | Yu Xuan, Hui Yan, Jeremy, Clarissa, Sheryl |
| **Absentee:** | Yi Xuan (Overseas) |
| **Agenda:** | 1. Product Customisation 2. Current Business Flow (AS-IS Process) 3. Web Hosting/Server 4. Language for the admin portal 5. Shipping / Tracking Module 6. Warehouse and Factory Module 7. Payment Method 8. Virtual Reality Module 9. Scope of the Project 10. Future Client Meetings |

**1. Product Customisation**

Bed sheet is the core product of the company. The company has predesigned patterns for the bed sheet for the customers to choose. The company sells bathroom accessories such as bathrobe, slippers, perfume and scents.

Types of Customisation:

* Colours
* Type of patterns (classic, luxury, simple)
* Size (Single, Queen, King)
* Type of materials
* Number of threads

Patterns and colours of the bed sheet are pre-matched.

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

There is no system to handle the orders.

Customer will send an image of their design to our client via WeChat. Art designers will visualise the design and transferred it to the CAT design to determine whether it is doable. Our client will send the CAT design to the customer. If the customer agrees with the design, the factory will process the order and ship the end product the customer.

The key people in the process are our client, the customer, manufacturer and the art designers. All form of communication are through emails and WeChat.

**3. Web Hosting/ Server**

Client has purchased an AWS server. Our project will be deployed to client AWS server.

**4. Language of the admin portal**

Since the admin portal will be used by the staff in China. Client has requested the admin portal to be 2 languages which are English and Chinese. However, English will be the top priority. If time allows, we will develop Chinese version of the admin portal for the client.

**5. Shipping/Tracking Module**

Shipping module for the warehouse staff will not be included in our project scope. It will be good if our application can allow the customers to track the shipping. If the item is shipped by air fare, it normally will take 3 working days. If the item is shipped by normal shipping, it will takes about 10 working days.

**6. Warehouse and factory module**

No warehouse portal is needed. Possible to integrate factory and admin portal together. The admin and factory portal. Analytics dashboard is needed to be in the portal to show the status of the order and more.

**7. Payment Module**

Client is opened to any payment module which includes PayPal, Stripe, Credit Card and Nets. The team will explore and propose the most suitable payment methods.

**8. Virtual Reality Module**

Client went through his expectation for the virtual reality (VR) module. The customer is able to choose the design and colour of the bedsheet on the iPad, render the design and able to view in in the VR. Naked eye is an alternative of VR which the team can explore.

The team suggested that we can explore on developing VR on the web application, customer who owns VR headset are able to render the design and view the products online.

**9. Scope of the project**

Yu Xuan went through all the scope and functions of the web application. The web application does not need to handle inventory of the factory. Client has agreed on the list of proposed scope.

**10. Future Client Meetings**

We have set to have a client meeting once every 2 weeks to update the client on the project process.

The meeting was adjourned at 2.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Sheryl

Vetted and edited by,