Client Meeting Minutes 6

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| **Date:** | 05/10/17 (Monday) |
| **Time:** | 8.00pm |
| **Venue:** | Client’s Residence @ The Colonnade |
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| **Attendees:** | Yu Xuan, Yi Xuan |
| **Absentee:** | Hui Yan, Jeremy, Clarissa, Sheryl |
| **Agenda:** | 1. Request for AWS and Stripe accounts from client 2. Demo latest functions to the client (customer and factory dasboards) 3. Clarification on multiple items (refer to below) 4. Reconfirmation on analytics requirements and expectations 5. Request for UAT 2 testers from client 6. Other Matters |

**1. Request for AWS and Stripe accounts from client**

Yu Xuan has requested and created the required AWS and Stripe accounts together with our client.

**2. Demo Latest Functions to the Client**

* **Factory Manager/QC Dashboard**

Client is pleased with the dashboard design and function. Client did mention that the font size on the breadcrumb should be much larger than it is now.

**3. Clarifications on Information Display**

**Production & Packaging Stage:** Product Specifications

**Shipping Stage:** Name, Phone Number, Email, Address

**4. Analytics**

Yu Xuan mentioned that he will be proposing analytics goals to Client soon. Client mentioned that there may not be enough transactional data for analytics. However, client shows interest in Google Analytics.

**5. VR**

Design layers/photos will be provided by the Client and client will help us with the basic models. The team will have to continue to models subsequently.

**6. Other Matters**

Client requested for multiple login function to allow customers to log in by email or phone number or Facebook. Phone number does not have to be mandatory in registration. Can be asked later on when customer makes an order. Need to have a pop up to remind customers to confirm that their name, phone number, email and address are correct.

The meeting was adjourned at 4.30pm. 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,

Yu Xuan