Client Meeting Minutes 6

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| **Date:** | 29/08/17 (Monday) |
| **Time:** | 4.00pm |
| **Venue:** | MBFC Tower 2 |
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| **Attendees:** | Clarissa , Yu Xuan, Yi Xuan, Sheryl |
| **Absentee:** | Hui Yan, Jeremy |
| **Agenda:** | 1. Clarifications on Pricing Logic 2. Clarifications on Factory Tracking Process 3. Clarification on Information Display 4. Analytics 5. VR 6. Other Matters |

**1. Clarifications on Pricing Logic**

Clarified on the calculation of colour price with client. Confirmed by client that Design price, Material price, Size price and Colour price are independent and does not affect one another. Final Price = Design Price + Material Price + Colour Price + Size Price.

**2. Clarifications on Factory Tracking Process**

Yu Xuan showed client a prototype of the factory tracking breadcrumb. Client is pleased with the UI and confirmed that the tracking stages are “Order/Payment Received, Production, Packaging, In Transit, Shipping, Order Delivered”

For Production status, do not need to subdivide into Cutting and Printing. However, for multiple items order, need a check box beside each item and only after all the checkboxes are done then QA can click on the Next button.

At the customer side, when the item is shipping progress, provide a hyperlink to the shipper’s site for them to check the delivery status with their own tracking number.

Order Delivered should be updated automatically with the shipper’s API (low priority), else can leave it as manual for now. Hourly update is needed.

Shipper: Shun Feng (for now, maybe DHL in the future) \*Need to be scalable.

**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