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.

* **Superuser Customer/Order Management Dashboard**

Client is satisfied with the prototype that was proposed. Client also suggested that having a Facebook login and tracking which users logged in with Facebook will be good to have.

**3. Clarifications other items**

**Redesign prototype of UI by client designer:** Client indicates that the designer is busy working on other items and this would be put on hold.

**Physical Stores:** 2 physical stores are scheduled to open in November 2017

**Possible Change Request:** Client brought up a possible functionality he thinks would be a good to have. He wants the ability to charge any existing customers through the system and sending them an email link. This is to allow customers to make special orders or changes to their orders while still giving him the option of charging the customer through Stripe. The team will analyse the possibility of the function on a later date. Client mention that this is a good to have if time allows, no a must have requirement.

**4. Analytics**

Client is satisfied with the proposed analytics features. He mentions there can be more focus on the ecommerce related analytics such as top selling by collections

**5. VR**

Design layers/photos will be provided by the Client and client will help us with the basic models. The client mentioned that we will be able to run through with the VR models he has done till date on the next client meeting

The meeting was adjourned at 9.00pm. 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,

Yu Xuan