Client Meeting Minutes

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| **Date:** | 24/10/17 (Tuesday) |
| **Time:** | 2.00pm |
| **Venue:** | MBFC Cafe |
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| **Attendees:** | Yu Xuan, Yi Xuan, Clarissa |
| **Absentee:** | Hui Yan, Jeremy, Sheryl |
| **Agenda:** | 1. Updates on Product Catalogue 2. Video Pitch 3. Updates on VR 4. Extraction of domain 5. Updates on UAT |

**1. Updates on Product Catalogue**

Yu Xuan has requested client once again for the product catalogue. However, client is having difficulties getting the catalogue from his designer as well. He will rush the designer for a partial product catalogue that we can start with by end of today.

**2. Video Pitch**

Clarissa asked if we could shoot our video pitch in the physical stores. However, client mentioned that physical store in JEM is still under renovation and opening has been delayed. The physical store is aimed to open in mid November at Jem Level 4.

**3. Updates on VR**

Yu Xuan demo-ed the latest VR we have to client. Client is pretty satisfied with the outcome. Client suggest to put a lighting at the back of the room because the VR was a little dark. Yu Xuan also updated client for the need of a separate mobile application for the interactive VR and it will be for Android phones which the client needs to consider buying for the physical store. Yu Xuan also recommends Google Daydream as an option to the client. Client decides to start off with Google cardboard instead.

Client confirmed that material will not affect the availability of colours in the VR.

**4. Extraction of Domain**

Client has difficulties extracting the highlanderlondon domain name from WIX. Hence, transferred another Domain to Clarissa’s GoDaddy account.

**5. Updates on UAT**

Yu Xuan updated client on the upcoming UAT and seek for 4 to 5 testers on the client side to test on the admin portal.

The meeting was adjourned at 3.00pm. 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