Client Meeting Minutes

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| **Date:** | 17/11/17 (Tuesday) |
| **Time:** | 4.00pm |
| **Venue:** | MBFC Tower 2 |
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| **Attendees:** | Yu Xuan, Yi Xuan |
| **Absentee:** | Hui Yan, Jeremy, Sheryl, Clarissa |
| **Agenda:** | 1. Updates on VR 2. UAT 4 3. Handover Documents 4. X-Factor Target 5. Updates on Brick-n-Mortar Store |

**1. Updates on VR**

Yu Xuan met up with the sponsor and demonstrated the new VR interactive with a Samsung Gear. The sponsor expressed his satisfaction and approval for the final feature we prepared for the project. Sponsor expresses that he has the intention to use the VR interactive in his physical stores when they are ready for opening.

**2. UAT 4**

Yu Xuan gave our sponsor the required documents and information for the UAT4 conducted that day. Sponsor indicated that he will assist will distributing the admin portion of the UAT4 other colleagues, as well as potential customers he had already engaged for the customer portion of the UAT4.

**3. Handover Documents**

Yu Xuan discussed with the sponsor on the planned handover documents to be handed over before the project’s closure. The documents are:

1. Developer Manual (to indicate how future developers can deploy and start up the project for development)
2. Server Deployment Manual (Explaining the use of AWS and deploying the application up)
3. User Manual (A user guide for admins of Highlander to use the functions on the admin portal)
4. VR Manual (A detailed guide for creating addition VR images for new products and adding them into the VR interactive as well)

**4. X-Factor Target**

Sponsor has expressed his willingness to engage his customers with the new application to see if anyone will make real transactions through the Highlander App.

**5. Updates on Brick-n-Mortar store**

Sponsor updated the team on the status of the physical store, which has just started its renovations due to some logistic delays. Unfortunately they will not be ready or in a condition to be photo’ed before the finals.

The meeting was adjourned at 5.00pm. 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