Client Meeting Minutes

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| **Date:** | 20/11/17 (Tuesday) |
| **Time:** | 4.00pm |
| **Venue:** | MBFC Tower 2 |
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| **Attendees:** | Yu Xuan, Yi Xuan, Hui Yan, Jeremy, Sheryl, Clarissa |
| **Absentee:** |  |
| **Agenda:** | 1. Updates on UAT4 results 2. Updates on Finals Presentation 3. Official Handover 4. Support in the future |

**1. Updates on UAT4 results**

Sheryl updated the sponsor on the UAT4 results. Sponsor expressed his satisfaction with the UAT4 results and the final delivered product of the FYP.

**2. Updates on Finals Presentation**

Yu Xuan informed the sponsor of the details of the final presentation. Sponsor agreed to be present and attending the final presentation.

**3. Official Handover**

The team held the official handover of the project to the sponsor. The client confirms all access rights and accounts to be proper and of working condition. The handover documents, in digital copies are also confirmed to be received in proper by the sponsor.

1. Developer Manual
2. Server Deployment Manual
3. User Manual
4. VR Manual
5. Stripe Account
6. Google Analytics Account
7. AWS Account
8. VR models
9. VR, Unity application
10. Files and Folders of Highlander system

**4. Support in the future**

Sponsor has expressed an interest with continuing additional work and development with the team in the future, with appropriate remunerations. The team agreed to put his request to genuine consideration and support for a new team to pick up the project if required.

The meeting was adjourned at 6.00pm. 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