Internal Meeting Minutes

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| **Date:** | 04/09/17 (Monday) |
| **Time:** | 3.30pm |
| **Venue:** | SOE 2-10 GSR |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Jeremy, Clarissa, Huiyan |
| **Agenda:** | 1. Finalize DAO & Web service 2. Iteration Items 3. Mid-Terms 4. Things to get from Client 5. Other Matters |

1. **Finalize DAO & Web service**

Clarissa brought up the need to have recipient names and contact number in both order and customer address table. The team discussed and confirmed that we will be adding ONE column “RECIPIENT\_NAME” to the customer address and order table instead of TWO columns “FIRST\_NAME” and “LAST\_NAME”. It is also confirmed that the first default address will have a concatenation of the customer’s first and last name if recipient name is not specified. Another column “PHONE\_NO” will also be added to the two tables as the contact person may change for each order.

The team also decided that instead of updating changes to individual address, all modifications will result in an additional row in the customer address table.

If the customer chooses an existing address in the dropdown, display recipient name, address and contact number for confirmation.

An additional courier table is required with two columns “COURIER\_NAME” and “TRACKING\_URL”. Courier name and order tracking number needs to be added to the order table.

**2. Iteration Items**

As the super user function can reuse most of the items from the factory dashboard, the function will be put on hold till the factory dashboard is done. Customer Management for admin is put on hold till after mid-terms as it is not a crucial function.

While token is not our priority, we need to do encryption to hash passwords before the application goes live. Research on SSL needs to be done as Stripe requires.

1. **Mid-Terms**

Yu Xuan needs to follow up and drop Prof Patrick an email regarding the approval of Mid Terms timeslot. The team aims to complete minimally the factory dashboard, super user function as well as the customer ecommerce site by mid-terms. The team aims to deliver a simple VR with 360 degrees view of beddings by mid-terms and enhancing the VR experience by allowing the addition of other home accessories and customising the room for finals. The team also discussed and confirmed that our X-factor will remain as $4K transactions for mid-terms.

The team set a target to complete the full ecommerce site with the factory dashboard by 25 September 2017 (Monday) to allow for 2 weeks of transactions. We are focusing on getting the transactions by tapping on the client’s existing customer base.

During the 2 weeks of transaction, the team will work on the VR feature to prepare for mid-terms.

**4. Things to get from Client**

Yu Xuan to communicate with client for the finalised product catalogue as well as pricing. We also require the client’s official production server, domain name, logo and colour theme for the ecommerce site. We also need to get the client to set up a Stripe account and give us access key.

**5. Other Matters**

As the client have agreed on having Google Analytics on the ecommerce site, Yu Xuan will need to research on how to embed Google Analytics to the admin dashboard. The team is planning to meet for development work this Friday, Saturday and Sunday.

The meeting was adjourned at 5.30pm. 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