Internal Meeting Minutes

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| **Date:** | 25/09/17 (Monday) |
| **Time:** | 3.30pm |
| **Venue:** | SOL 3.06 GSR |
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| **Attendees:**  **Absentees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan  Jeremy, Clarissa |
| **Agenda:** | 1. Preparation for Client Meeting |

1. **Preparation for Client Meeting**

The team discussed the items we need to get from client tomorrow.

Things to get:

1. AWS Account
2. Stripe Account
3. Product Catalogue
4. Pricing List

Things to clarify:

1. Requirements on Superuser dashboard
   1. List of fields that can be edited
   2. List of fields wrt customer that can be edited
   3. Cancellation/refund
2. Confirm that our x-factor remains as 10 transactions, $4k
3. Requirements on Quality Checker dashboard
   1. Only production have checkbox
   2. Process confirmation missing
4. Updates on the progress of Physical Stores

Functions to demo and ask feedback for:

1. Factory Worker Dashboard
2. Customer Tracking Breadcrumb

The meeting was adjourned at 4.30pm. 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