Internal Meeting Minutes

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| **Date:** | 09/10/17 (Monday) |
| **Time:** | 4.30pm |
| **Venue:** | SIS 3.2 GSR |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa |
| **Agenda:** | 1. Progress Update on UAT 2 2. Progress Update on Coding 3. Preparation for Mid-terms 4. Mid-terms Demo Flow |

1. **Progress Update on UAT 2**

Sheryl updated the team on the number of testers up till date. Client has yet to test the application and the team have to help get more people to test the customer side.

1. **Progress Update on Coding**

Yu Xuan updated on the status of Google Analytics dashboard and need help in embedding it into our admin portal. Hui Yan will be putting customer management aside since it is not a main function and volunteers to work on embedding Google Analytics to the admin dashboard. Clarissa updated the team that front end can now support multiple image and the image carousel needs to be updated by Jeremy. Yi Xuan needs to work on the Promo Code.

1. **Preparation for Mid-terms**

The team has decided that for analytics, we will be showing basic descriptive statics for mid-terms and aim to complete predictive analytics for finals. In preparation for midterms, Google Analytics needs to be embedded to admin dashboard, bugs on ASANA to be cleared, Access Control for superuser, QC and other roles needs to be completed, promo code needs to be implemented. Yu Xuan needs to update our project wiki page too.

1. **Midterm Demo Flow**
2. Customer makes a purchase
3. Quick View > Add Cart > Checkout > Stripe
4. Customer tracks order status
5. QC updates customer’s order status
6. Customer tracks order status to see the change in order status
7. Admin adds a new design
8. Admin adds a new product
9. Customer views the new product in the store (& sees the QR Code)
10. Customer scans the QR Code using a phone
11. Gives a brief explanation for View Order, Staff Management, Promo Code, Superuser
12. Google Analytics Dashboard

The meeting was adjourned at 7.00pm. 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