Internal Meeting Minutes 3

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| **Date:** | 12/06/17 (Monday) |
| **Time:** | 9.30pm |
| **Venue:** | Skype Meeting |
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| **Attendees:** | Everyone |
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| **Agenda:** | 1. Update on things to do  2. Go through business flowchart sent by Client  3. Go through proposal  4. Decide on next meeting with Client |

**1. Update on things to do**

All members decide and confirm the use of Angular2 framework for front-end development. The team decides on the lead front-end developer to be Clarissa and the lead back-end developer to be Jeremy. Sheryl will work on the prototype template and the team will work together in building the paper prototype.

**2. Go through business flowchart sent by Client**

All members go through the business flowchart document sent by client and discuss on the things to clarify with client in the next meeting. The team agrees the need to clarify on whether the background used in the existing WIX web application belongs to the client and can be used in our project and also to clarify on how customisation affects the pricing of the products.

**3. Go through proposal**

All members go through the latest proposal and discuss on areas to modify in the timeline. It was decided that UAT and internal testing should be done in every iteration and not wait till the end.

**4. Decide on next meeting with Client**

The team decides to meet the client on a bi-weekly basis and seeks to arrange for another client meeting the coming weekend to clarify on things in the business flowchart as well as to seek opinions on the paper prototype.

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|  | **Task** | **Assigned To** | **Due Date** |
| *1* | Update roles in proposal (E.g. Change all developer roles to Full-Stack Developers) | Yu Xuan | 13 June 2017 |
| *2* | Self-learn Angular2 framework | Everyone | Ongoing |
| *3* | Create template for paper prototype | Sheryl | 14 June 2017 |
| *4* | Send IDP Slides/Samples on paper prototyping to team | Yi Xuan | 13 June 2017 |
| *5* | Research and do comparison on 3 payment gateways – Paypal, Stripe, etc. (especially on the limits) | Yu Xuan | 16 June 2017 |
| *6* | Compile questions all members have on the business flowchart | Yi Xuan | 16 June 2017 |
| *7* | Arrange next meeting time with client | Yu Xuan | 16 June 2017 |
| *8* | Edit proposal to conduct internal and client testing at the end of every iteration | Yu Xuan | 16 June 2017 |
| *9* | Generate risk management template and communication flowchart | Yu Xuan | 16 June 2017 |
| *10* | Updating team with the use of ASANA, and add in tasks into ASANA | Yu Xuan | 16 June 2017 |

The meeting was adjourned at 10.46pm. 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