Internal Meeting Minutes

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| **Date:** | 30/07/17 (Sunday) |
| **Time:** | 2.45pm |
| **Venue:** | SOL B1.05 GS |
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| **Attendees:** | Yu Xuan, Yi Xuan, Clarissa, Huiyan, Sheryl, Jeremy |
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| **Agenda:** | 1. Progress Update  2. Things to fix  3. Future Sprint items  4. Things to be done  5. Things to ask Project Sponsor |

**1. Progress Update**

Team shared progress on Sprint 4 items. Discussed on UI of admin update existing product function to decide between checkbox and dropdown. Team decided to go with dropdown lists.

**2. Things to Fix**

Sheryl shared results of regression testing and identified the following bugs to be fixed:

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| No. | Function | Bugs to fix | Assigned to |
| 1 | Registration | MISSING: Pop-ups for success & error messages | Hui Yan |
| 2 | Registration/Update Profile | MISSING: Form validations (1 email cannot create 2 account) | Hui Yan |
| 3 | Product Details | MISSING: Loading bars for every load | Clarissa |
| 4 | Registration | FIX: In-line UI | Hui Yan |
| 5 | Login (Customer & Admin) | FIX: Token Session | Jeremy |
| 6 | Pattern List | MISSING: Add Pagination | Clarissa |
| 7 | Fabrics | FIX: Change tab name to “Catalogue” instead of “Fabrics” | Clarissa |
| 8 | Payment | RESEARCH: Stripe via SSL | Hui Yan |

**3. Future Sprint Items**

Team discuss on future sprint items and ideas. List as follows:

1. Facebook login
2. User Verification (e.g. OTP or Email)
3. Soft delete for all the tables in the database
4. Shipping table in database (for future needs)
5. Make edit functions available for super users only
6. Payment Refunds
7. Allow customers to ship to an address different from the customer table by adding address and postal code to order table
8. Database table with country and shipping price to add shipping

**4. Things to be done**

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| --- | --- | --- |
| No. |  | Assigned To |
| 1 | Prototype for next sprint items (including order summary) | Sheryl |
| 2 | Admin Flow for pattern list | Sheryl |

**5. Things to ask Project Sponsor**

Require real product catalogue from project sponsor and clarify the pricing logic for the price to be displayed on the catalogue (“Starting from $xxx”)

The meeting was adjourned at 6.30pm. 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