Client Meeting Agenda

Yellow Group: R.I.S.E. Academy – Front-End Development

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| **Date** | July 12, 2023 | **Location** | Virtual  (link to be provided separately) |
| **Time** | 9:00 AM - 10:00 AM |

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| **Attendees** | | |
| **Name** | **Role** | **Attendance** |
| Rebecca Chambers | Project Stakeholder | Present |
| Tyler McHugh | Project Manager | Present |
| Jagdeep Singh | Front-End Developer | Present |
| Pardeep Kaur | Front-End Developer | Present |
| Wai Chun (Daniel) Kwan | Front-End Developer | Present |
| Zixuan Lou | Front-End Developer | Present |

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| **Main Objectives** |
| Determine the scope and decide which components we will take on. As this web project is large we need to decide which pages are most important. |

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| **Detailed Agenda** |
| 1. **Introduction** (5 min) – All    * Explanation on what we’ve done so far 2. **Explanation of concerns regarding scope** (5 min) – Tyler McHugh    * Video Conferencing    * Messaging    * Calendar 3. **Which application elements are most important** (15 min) – Rebecca Chambers    * What is the preference on what we start first other than the login      + Landing page / my workspace?    * Should we start with multiple pages for one role or should we do one page but include a variant for all roles 4. **Questions regarding accounts (authentication)** (10min)– Tyler McHugh    * G-suite authentication or native 5. **Our plan for the project moving forward** (10 min) – Tyler McHugh    * What will we work on this semester 6. **Questions & Clarifications** (10 minutes) - All  * Open discussion for any questions, concerns, or suggestions from both parties.  1. **Next Steps & Deadlines** (5 minutes) - Tyler McHugh  * Brief outline of the next steps following the meeting, who is responsible for each action, and deadlines. |

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| **Preparation Needed** |
| * Review R.I.S.E. Academy's current system, and potential challenges to creating a new system |

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| **Next Steps** |
| Begin a full site map, convert figma styles into css |