Client Meeting Agenda

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

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| **Date** | July 26, 2023 | **Location** | Virtual  (link to be provided separately) |
| **Time** | 9:00 AM – 9:30 AM (Extra time in case) |

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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** |
| A quick check-in with the client to show that progress is being made. |

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| **Detailed Agenda** |
| * **What we've done:** (~5min)   + Zixuan     - Finished css and html for desktop version of common template   + Daniel     - Finished css and html for desktop version of login   + Tyler     - Finished site map (for pages in scope) * **What we're working on:** (~5min)   + Zixuan     - Working on mobile version of common template     - Working on index page (course selection) for my workspace   + Pardeep     - Working on style/implementation guide   + Daniel     - Working on mobile version for login     - Working on the workbook page   + Jagdeep     - Working on integrating with the backend and front-end programming for the login   + Tyler     - Working on development plan     - Working on project charter     - Working on implementing templates with a php app * **Questions from the team** (~5min)   + Where can we get a high quality image of your logo to be used on the web site?     - Editable files like .psd, .ai, or .svg are best * **Questions from the client?** (~5min) |

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| **Preparation Needed** |
| * All items to be shown to the client   + Prototype on the web server     - Login     - Common Template     - My Workspace Landing Page?   + Style/implementation guide? |

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| **Next Steps** |
| * Finish mobile views – Daniel, Zixuan * Complete style/implementation guide for common template and login - Pardeep * Complete landing page - Zixuan * Complete workbook - Daniel * Complete project charter - Tyler * Complete php implementation - Tyler |