| **Project Name:** | **Conference Management System** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 17/3/2016 | **Location:** | Library GS2 |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

|  |
| --- |
| 1. Purpose of Meeting |
| Update client with current progress. |

| 2. Attendance at Meeting | | |
| --- | --- | --- |
| **Name** | **Attended** | **Role/Organization** | **E-mail** |
| Matthew Boroczky | BD21301_ | Project manager, Developer - Dev team | mb340@uowmail.edu.au |
| Sandon Joubert | BD21301_ | UX Designer, Lead Developer - Dev team | ssj199@uowmail.edu.au |
| CY Lim | BD21301_ | System Analyst, Developer - Dev team | cyl851@uowmail.edu.au |
| Michael Kong | BD21301_ | Project Sub-Manager - Dev team | mymk997@uowmail.edu.au |
| Blithe Fan | BD21301_ | Developer - Dev team | jf455@uowmail.edu.au |
| Toby He | BD21301_ | Database Administrator, Developer - Dev team | rh772@uowmail.edu.au |
| Loo Yee | BD21301_ | Developer - Dev team | lyl733@uowmail.edu.au |
| Luke Mcaven | BD21301_ | Client | lukemc@uow.edu.au |

| 3. Meeting Agenda |
| --- |
| * Update client with latest interface design * Propose to set up dedicated server |
|  |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| - in final presentation, its good to talk about what you learnt in this project  - show client the front end progress  - next week is checkpoint presentation:  \*show UI  \*show prototypes  \*report if server is up and running  \*show requirement list and check what is done  - request to set up server due to limited bandwidth, michael sent a request  - discuss suitable icons to be used in IOS, flaticon  - michael: fontawesome, make sure to credit them if using their resources  - admin icon or just settings? admin  - graphic designs:  \*consider getting help/advice from other people?  \*materialize contains schemes, enhance UI  \*apple guidelines but not very strict  \*set a default color  - this coming week:  \*update tasks on ASANA when task completes  \*work on API, expected to execute task for as long as the project duration |

| 5. Next Client Meeting | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | 24/3/2016 | **Time:** | 11.30am | **Location:** | Bldg3 project lab |
| Agenda: | Progress presentation | | | | | |