| **Project Name:** | **Conference Management System** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 24/3/2016 | **Location:** | Bldg3 project lab |
| **Minutes Prepared By:** | LooYee Liew | **Charge time to:** | n/a |

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| 1. Purpose of Meeting |
| Present project progress to client |

| 2. Attendance at Meeting | | |
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| **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 |
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| * Project progress presentation * Receive comments and advice for improvements * Clients: Luke McCaven and Ian Piper |
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| 4. Meeting Notes, Decisions, Issues |
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| - present ios prototypes  - present interface: main page, event page, buy tickets, ticket purchase status, page navigation  - Ian's advice: work out use cases/ scenarios to have a better understand the complexity of the system  - making everything glue and connect together will be the challenge  - luke's update: mini tradeshow during study week  - cy: setting reminder on the event |

| 5. Next Client Meeting | | | | | | |
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| **Date:** | | 31/3/2016 | **Time:** | 11.30am | **Location:** | Library GS2 |
| Agenda: | Weekly client meeting | | | | | |