**Client Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [31/08/2020] | 1pm - 2pm | WelTec |

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| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Getting approval for Proposal, RAD template, Sitemap and Wireframe |

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| **Participants** |
| Ruban Ravi Sebastian (2207078) |
| Kalaivani Ilango (2208791) |
| Supun Chandra Malimage (2193624) |

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| **Agenda Item** | **Discussion** | **Action plan** |
| 1. Proposal | Presented the finalized proposal to the client for approval and the same has been signed by the team members and Client. | NA |
| 2. Gantt chart | Client viewed the updated Gantt chart and accepted the changes | NA |
| 3. RAD methodology template | Client viewed the RAD template and accepted for future use. | NA |
| 4. Sitemap | Client viewed the site map and checked about the “forgot password” option & “Admin” tasks. Supun explained for both the questions as we are going to use same form for both employer and job seeker and the admin tasks includes, activate and suspend users. Hence, client agreed with it | NA |
| 5. Questionnaire | Brief discussion went on questionnaire part as client had many questions for the project team. Client reiterated some important points about the Casual Jobs Database application which follows: - Casual job termed as portal is for someone who is fresher and does not have any experience.  - Expectation is not to have more job profiles in the initial stage  - Equal contribution from all the team members is required  - Project team need to concentrate on the tasks which can be completed within the time and do not complicate things which would end up in deadline extension. | Project team was able to get clients’ update and work towards meeting the project goal |
|  | Discussed about different set of questions as follows:  Job location – Could be address search  Pay rate: Make it simple   * Rate per hour * Contribution to Kiwi saver * IRD contribution   Availability details needs to be simple  Education – Can we link the job title with qualification  Ethnicity – Put in a nice way/word | All discussion about questionnaires and each field has been noted and the project team would work on finding the ways to simplifying the questionnaire.  Supun has provided clarity behind the questionnaire format, but client wanted the application should be simple and do not want the project team to take more stress by adding complexities into it. |
|  | Client would need some more time to completely review the questionnaires and get back to project team in the next meeting | NA |
| Wireframe | Wireframe will be discussed in the next meeting as ran out of meeting time. | NA |
| Clients’ update | Client appreciated the project team as the team going in a right track and client wanted to see the web version to get the clear picture in the next meeting | Project team continue work on the changes given by the client and start developing the front end and meet client with the web version in the next meeting |
| Next meeting date: | - | -- |

These minutes of 31/08/2020 were accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**