**CITS3200 Team 06**

**Minutes of Client Meeting 3 held on September 5, 2025**

**Location**: Online (Teams)

**Present**:  Tahjeeb Tajwar, Pranav Rajput, Takumi lizuka, Chris Chandra

**Absentee**: Jeet Vora, Taku Mukwekeze

**Meeting Started**: 1:00PM

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| * 1. **Agenda** * Get detailed feedback on the Figma Prototype and Back End data structure – what is good, ok and bad; what changes should be made at this stage and features and specifics to keep in mind when developing the features. * Discuss the Azure Web Environment deployment delay with the Client; What is the specifics of the alternatives, how everything will connect. * Dicuss the extra feature she requested concerning the search function and member profiles API calls – what specifically should be shown and what direction if any is there as to the UI/UX of how it is displayed. * Discuss the API Token situation; where are we with the library specifically on that issue, do we know what the nature of it will be (access methods, rate limits, etc).   **5.2 Summary of Discussions** | |
| * Primary data source: Prioritise PURE API over any “dynamic spreadsheet”. Internal sheet will still help mapping but won’t be used live. * Tags/keywords: Library has provided a list of members + associated keywords. OI will try to add bespoke OI capabilities/strategic keywords into PURE so they’re pullable via API (research + industry expertise). * Directory features: Target filtering by publications, grants, and expertise keywords; “ideally everything on the PURE profile page” is in scope for display. * Access tokens: Two tokens will be issued per project stream (one for your team, one for the parallel internal team). Emily will prioritise delivering your token after a short internal tidy-up. * Branding: Use official OI blue hex (already shared). Current prototype is “polished”; colour tweaks are easy in prototyping. * Deployment path: If Sitecore access for students isn’t possible, an Azure VM is the backup to host the data service; Viv (as site owner) can handle the Sitecore theme install if you deliver HTML/CSS/JS packaged appropriately. * Timeline ambition: Client would like it live before end of year (post-unit), so your deliverables should leave a clean handover path.   **5.3 Date of Next Meeting**   * On Demand, presumably late Week 7 / into Week 8, depending on details from Luke Salter about the Deployment and whenever we get the API token.   Meeting Closed: 1:45PM |

Minute taker: Pranav Rajput, Tahjeeb Tahwar