

MEETING MINUTES

Client Kickoff Meeting

LOCATION: Bulletproof Offices, 1 Howe St, Freemans Bay

DATE: 20/03/2018

TIME: 11:00 - 12:00

ATTENDEES: Tristan Kells, Dan Wood, Junha Yu, Kenneth Johnson, James Burton

Agenda Items

Design Notes

- Keep it fun & friendly,
- Login button for admin/staff at bottom of page (or wherever suits)
- Drag/Drop to populate calendar
- Automatically create key (overview) at bottom of page from calendar information
- Key can be developer epics, companies, tasks, etc..
- Use dark navy blue and bulletproof colors
- Each cell (day) split into two (morning/afternoon), can be more if needed
- Multiple clients can be added to each project
- Start by implementing a weekly view (other options?)

General Notes

- Two classes of user - Admin and General, with admin having open edit privileges to create calendar, add, remove and edit etc. General can only edit their own row.
- Primary purpose, provide management with high level overview of allocated work.
- Admin role creates calendar, adds users (via email), populate the companies for the week/month.

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- Project stretch goals are to be compatible as a plugin for Jira (ideally), and suitable for monetization within the Atlassian marketplace. Data to be pulled directly from Jira.
- Consider metrics to produce for management purposes.
- Will be web based, mobile friendly.
- Open security, with web facing viewable only editable through login.
- www.examplecal.com/#numberofcal
- Will use AWS, Bulletproof have offered to pay for training and also for Jira membership. Estimated week for licenses.
- Need to implement login and logout out features.
- Will need to know HTML5, PHP.
- Is Jira the best option? Justify why and provide reasoning. Look into alternatives. Client requested Jira specifically.

Contact Notes

- Weekly email status update, bi-weekly in person meeting.
- Email to be sent with all student emails awaiting Kenneth to send client contact info.

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
Research Jira	Dan, Tristan, Junha	TBC	Ongoing
Complete AWS training	Dan, Tristan, Junha	TBC	Ongoing
Create Jira account for team	Dan, Tristan, Junha	23/03/18	Ongoing
Send contact info to James	Dan, Tristan, Junha	23/03/18	Ongoing

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Research Jira alternatives	Dan, Tristan, Junha	23/03/18	Ongoing
Complete project proposal	Dan, Tristan, Junha	23/03/18	Ongoing
Sketch rough design/layout	Dan	23/03/18	Ongoing