MEETING MINUTES

Client Meeting

LOCATION: Bulletproof Office

DATE: 06/08/2018

TIME: 10:00 - 10:30

ATTENDEES: Craig, Tristan, Dan, Junha, Grant, Geethika

Agenda Items

- Showed the Craig, Grant and Geethika the current application to gather together feedback.
- Application feedback :
  - Brought up the importance of custom client colours to make the calendar distinct.
    - Discussed two implementation style.
    - One is changed the block colour to represent client, instead of office status, and have office status as the icon.
    - The other is to have the reverse, block colour is office status, and there is a coloured icon to represent the client.
    - Agreed to do mock-ups and send to Grant and Geethika, before implementing the proposed solution.
  - Talked about storing and retrieving previous allocations, example being a history of previous week and the allocations made. Exact implementation not discussed, but will be put in the product backlog.

- Talked about adding the functionality to have consultant dividers, for locations for example.
- Talked about having full client information on both week and month view.
- Talked about mobile optimization. Decided to put this feature on the backburner for now, and focus on the key PC implementation.
- Discussed needing to test that multiple user can be logged on and make changes to calendar at the same time, look at how this functionality will work.
- Mobile functionality may be implemented that doesn't include the entire calendar, but allows users to view allocations assigned to a single consultant.
- In the month section, need to be more visual element to represent allocations, potentially coloured blocks.
- Indication of what page you are on.

- Agreed to send Grant and Geethika the a list of user stories representing the backlog of the project. They will then help the team prioritise these stories in regards to features that they want. Agreed to have this done by the end of the week.
- Agreed to email and organise another meeting within the next couple weeks.