Date: 28 June 2018

Present: Marvin (Client), Kis, Wx, Josh, Jia’an

Matters discussed:

1. Items for them to get back to us
   1. Collaterals, they will upload the photos to google drive for us. However for stylists photos, they request for us to use a placeholder for now, and they will try to provide the professional photo to us before August
   2. Stylist information like number of stylists, Name of stylist, Instagram profile link, they will provide asap on an outlet to outlet basis
   3. Time for each hair service, Marvin will get back to us tomorrow by 29 June
   4. Follow up on disclaimer for the webpage
   5. Follow up on Merchant ID/RedDot contact details (side note, for us to check our SSL/HTTPS)
   6. Follow up on POS EquiqWeb URL
2. Account creation related
   1. Domain name, they don’t have contact of the prev guy who bought the domain. They will provide similar domain names. Provide us by next meeting, 12 July
   2. AWS Deployment. We provide them with the AWS login details, and they will fill in their credit card details. Provide us by next meeting, 12 July
   3. Live-chat account, create at next meeting too.
3. For our internal discussion
   1. Currently their customers’ data are stored in a POS system for like storing of points, credits left. They can extract the data for us in csv or excel format, but raised the question of how the customers’ data can be migrated over to our website. Specifically because of legal/privacy issues.

For now the suggestion is for them to send newsletter to existing customers, and once they have created account, we can populate the points and all. But for the syncing, we will need to look more into it after he gives the POS EquiqWeb link.

* 1. For maintenance, they are concerned about the maintenance after handover. They are leaning towards Wordpress. Josh will think about how to build a UI to make it easy for their maintenance/scalability down the road. Something for us to discuss with our supervisor on this UI aspect.

1. User Testing notes, will be transferred to bug log
2. Next meeting on 5 July: Tentatively proposing to meet stylists to gather their input on booking. Marvin will check their availability and get back to us early next week. Red Dot payment and Equip contact, he will also get us back on 5 July.