**Date: 31 July 2018**

**Present: Marvin, Kis, Wx, Josh, Jia’an**

**Status Updates:**

1. Showed sponsor our website thus far
   1. Admin dashboard, which contains plugins and their configurations
2. Pre-UT, allowing user to play around with the website and admin dashboard
   1. Website: “Oops That Page could not be found” bug encountered when user clicked link at bottom of page
   2. Website: Translation button went “missing” (visible but high up in the website) when user tried to translate back to english
3. Thurs with Ben – Show him our wiki
4. UT
   1. New member registration: Ok but bug found re. changing password, refer to bug section below
   2. Appointment booking: Ok – from booking to confirmation and viewing from admin side
      1. Marvin asked abt why need to fill in info again but wx explained this is a plugin limitation which they’re looking at bridging
      2. Marvin asked if email appt confirmation can be configured to not just send to admin, but also to a particular stylist. Wx confirmed can. Wx further clarified whether the confirmation should be directed to customer or stylist, Marvin explained confirmation to be directed to Monsoon HQ, stylists, but an email disclaimer sent to customer (see point iv). He will get the stylists to provide their emails (see point 5).
      3. Marvin asked us to allow stylists to be able to view the dashboard for their schedule. Josh to look into how we can enable stylists to view, but with access restricted to viewing their schedules, i.e. not viewing/editing other plugins
      4. Marvin explained tt during the migration from offline book to this online website, recons on appointment booking will need to be done. Therefore for coders to include a disclaimer in the website tt appointment will not be confirmed until Monsoon confirms the booking, which will be done within X hours (Marvin will check with HQ the X hours). Customer can only cancel. This point can be revisited again, but will hold for now.
   3. E-store: Ok – From viewing products, to adding fluffy curly mist to cart, to checking out (payment was in a sandbox environment), and admin view. Some UI improvement pts noted, refer to bugs section
      1. Josh informed E-store coupon is in progress
   4. Live chat: Ok – From admin login and viewing admin backend, to the chatting
   5. Bugs, fix by acceptance:
      1. Jacky: Website switched to Chinese without user requesting for it
      2. Josh: New member registration confirmation shld have sent change password link, but it didn’t work. Marvin also indicated tt shouldn’t even need this confirmation, set password during registration itself
      3. Wx: Appointment booking exporting to excel: Missing the treatment/service field/Data populated wrong
      4. Josh: E-store UI improvement pts: The blue line beside images, remove it. Also resize the images, and set the font to fit within 3 lines. Put more images under the slider for related product types and neaten the alignment for images in homepage
      5. Josh: Mobile view: Alignment is off on both tablet and phone. Mobile view is very important to Monsoon because customers will probably book via mobile.
      6. Josh: For staging purposes, lock the website to customer log-in only until the website is officially launched.
5. Things Marvin will provide us/in progress for their internal discussion
   1. Marvin will provide us with stylists’ personal headshots (temporary, no need the professional ones yet) by next week. Josh will provide Marvin the photo dimensions.
   2. He will provide the professional ones by 27 Aug
   3. Marvin will get the stylists to provide their emails
   4. Marvin will set up Google Analytics account
   5. Marvin will provide us with the “About Us” content
   6. Media gallery content eg. celebrity endorsement, tutorial videos, Marvin will discuss with Eddie on what’s OK to put up
   7. Marvin will confirm with HQ on what delivery service to use, before 20 August. Coz if using SingPost, SingPost has a plugin so customers can track their shipment from Monsoon’s website based on tracking number
   8. More users for user testing. Users can be from HQ. Monsoon can also keep a log of any bugs/UI improvement points they note along the way
6. Important dates
   1. Next UT is around 27 Aug – 2 Sep. Swop with the go live date, i.e. Go live on 10 Sep. For now. Depends on Ben’s response on Thurs
   2. For Thurs, run through wiki with Ben + questions for Ben based on things we’re missing/checklist and when our supervisor starts work. Thurs evening will have our internal meeting. Take group photo on the 8 Aug evening, and slides will be done by then too.
   3. Update Monsoon on a piecemeal basis as to when various bugs/UI points are fixed