Date: 28 June 2018

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

Status Updates:

1. Test cases: Wx ran through bug log, most of the backend ones are fixed
2. Wiki updates: Homepage, tech, change management flowchart done
3. Interview transcript:
   1. Try to link issues to the website. Eg. Customer wants certain stylist even though they didn’t make appointment, now with the website, they can check the stylist’s availability in advance
   2. To discuss with them idea of referral code, with regards to qn “Will you be open to utilizing a website to improve your experience with the salon?”
4. Diagrams:
   1. Buying products business diagram, done.
   2. At next meeting, to do up business process diagram for walk-in customer doing hair treatment all the way to payment
5. Wordpress: Josh suggested using Wordpress as a CMS. He will look at how to integrate with current website.
6. Notifications:
   1. Wx ran through Google’s Gsuite notifications, <https://support.google.com/a/answer/176600?hl=en>. It’s up to 10,000 recipients a day, is it enough for Monsoon in future?
   2. Wordpress plugin for notifications, <https://wordpress.org/plugins/notification/>
   3. Use JavaMail API for automated email notifications
   4. SMS. Wx ran through Twillo’s SMS API. Jia’an to check if Twillo has a Wordpress plugin
      1. Suggest to us alphanumeric one (i.e. show sender’s name rather than sender number)
      2. To discuss with them whether to use Pay-As-You-Go or Committed Use
7. Things to run through with them tomorrow:

Information to provide

* 1. Stylist information like number of stylists, Name of stylist, Instagram profile link, they will provide asap on an outlet to outlet basis
  2. Time for each hair service
  3. Disclaimer for the webpage
  4. POS EquiqWeb URL
  5. Domain name. Wordpress provides domain free for free if Monsoon uses their business plan
     1. Suggest to use Wordpress’s business plan
     2. Still require them to provide what domain name to use

Accounts to create

* 1. Instead of Merchant ID/RedDot contact details, suggest to use Wordpress’s PayPal plugin. Need to get them to create PayPal account instead
  2. AWS Deployment. We provide them with the AWS login details, and they will fill in their credit card details. Might not need AWS in the end when we use Wordpress, but since it is free, we can just ask them to create AWS account first
  3. Create live-chat account
  4. Create Twillo notification account. Up to them to decide whether to use Pay-As-You-Go or Committed Use payment

1. Action items after Client Meeting:
   1. Jira (By Sun 2359?)
   2. Deploy to AWS (By Sun 2359?)
   3. Migrate to Wordpress after Josh has gotten more info abt using Wordpress