**Date: 7 July 2018**

Absent: Jacky, Jia’an (late)

**Things to do:**

1. Ask client for login credentials for their web service accounts (eg. Twillo, AWS etc)
2. Wiki:
3. Tech: Update technology, under project management and wiki design to also include photoshop & telegram. Improve resolution quality for this image
4. Tech: Wordpress.org image for the tech element instead of Wordpress
5. Market research: Do short writeup for Wordpress plugins
6. Team: Eddy no longer involved, replace in Wiki with Marvin.
7. Migration and git:
8. Figure out how to get the wordpress updates on git
9. Migration targeted to do 70% by next Sat
10. Kis to set up Jira
11. Booking slot for acceptance: Jia’an will continue to keep a lookout
12. Next Sat meeting is a physical one. Agenda will be to do the business process diagrams (besides the usual status updates).

**Status Updates:**

**Client Side**

* Client has yet to send stylist images as photoshoot has yet to be done
* Client will be selected only limited products to be put on the e-store. Will update us when they have come to a decision

**Wiki Updates**

* Notification module brought forward
* Project Management Updates:
* Timeline updated on wiki
* Main wiki iterations updated
* About Us on wiki updated
* Learning Outcomes on wiki updated
* Fixed missing "change management" header under Project Management tab
* Fixed incorrect tabs bar under documentation tab
* Creation of x-factor tab
* Creation of motivations tab
* Creation of market research tab

**Wordpress.org Step-by-Step**

* Tools for wordpress provided
* But server not provided

1. Go to the wordpress.org to download the zip file
2. Download wamp
3. Add the wordpress folder into the wamp www folder
4. Rename folder to “wordpress” without version number
5. Open browser and go to localhost/wordpress
6. Follow through with installation
7. Turn on your wamp and ensure it is green
8. Login credentials :
   * User: admin
   * Password: monsoon\_2018