Vendor Portal Client Meeting 4 Semester 1 Final Presentation

**Date:** 31/05/2016

**Commencement of meeting:** 10:05 AM

**Adjournment of meeting:** 10:40 AM

**Location:** Curtin Technology Park, Building 605

# Attending

## Client

Mia Kelly

Scott Martinson

Sandy Anderson

Philip Thomas

Brad Lawtie

Brenden Lane

## Group 13

Nicholas Lawrence

Yan Tsz Cheng

Chen Bi

# Minutes

This meeting consisted of a demonstration of the full functionality of the website as per the requirements document provided at the start of semester. We discussed progress made as well as the plan for next semester.

As the demonstration was successful and the clients were very happy with our work, the points below are to be taken into consideration when writing requirements and tasks for next semester.

**Concluded:** The location of the vendor ID on the documents the vendors will have should be included in the emails sent to customers notifying them of their temporary passwords.

**Concluded:** Details included in invoice detail view will be reviewed by Financial team and modified for further development in Semester 2. Current recommendation: Remove amounts, get English version of Document Type, include Curtin reference number and move Contact, Due Date & Area.

**Concluded:** Invoice Details included on user home page will be reviewed next semester to determine the best, minimal information to provide users. Current recommendation: Remove narration and leave the rest.

**Concluded:** As documents will only have a date, remove the time component from the table display on the user home page.