Client Meeting Summary

Date: 31/07/14

Time: 9am

Attendees: James, Takuma, Xiangyu, Charlotte, Yue, Gaoxin, Vicki

Summary of Meeting:

* Had a walkthrough of UpStage before/during the meeting.
* Introduced the new team members.
* Bugs still in code, high priority ones will need to be worked on.
* Technologies to use for new Project must be open source, and selected tools and languages etc. should be compared and have evidence to justify the choice.
* Not to use apps for mobile version.
* Creating a WordPress account for the team to make fortnightly blog posts.
* In 6 weeks, will have another meeting with Vicki (around 12-14 September).

Things to do:

* Send Vicki and Helen the Motivational Document
* Specify timeframes for when we need to have feedback for certain things by.
* Once clients specify which bugs need to be worked on, plan for that work to happen alongside the new project
* Begin investigating technology, architecture, design patterns, framework, languages etc. for new project