Tuesday November 1 2016

3:48pm Meeting Start

3:48pm- 5:02pm Charter Document Revisions (1st Draft):

* Send team meeting notes and charter document
* Improve introduction paragraph( not well focused )
* “Order” not very clear
* Be more professional in the document
* Present in a more neutral way
* “all in one application” used this phrase a lot, use different wording ( use synonyms, thesaurus)
* Elaborate more on certain wordings
* Use the word “manually” in one of the section and service processes
* With the … schedule…with a touch of a button- (use word provided or accessible)
* Try to not use technical terms in document
* Provide function that will alter data in the database
* Clarify between client and customer (mention between business side and users) be consistent with terminology, be clear with the two groups
* Add Internal monitoring
* Mobile app not require to communicate to database, mention this earlier
* Introduce intermediary program
* Mention the purpose of diminish the amount of interaction with the customer ( add goal of booking schedule and interaction between customer and client to charter document)
* Mobile app to database: show detail of what people order (current orders and give the ability to change the order)
* Limiting Conditions Section:
* Provide a mechanism to retrieve id if lost
* Refer to business portfolio for the amount of photos held by the business
* Add dates for approval after signature

5:02pm meeting end