

# Client Meeting Minutes 8

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**Date:** 13<sup>th</sup> March 2015

**Time:** 10:30pm – 11.30pm

**Place:** SMU SOE CR 4-1

## Attendee List:

Kaleea:	Ms Cindy Ling
SMU:	Chloe
	Gerald
	Farah (Absent-Class)
	Arinah
	Hexing

## Agenda for the Meeting

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- Deliverables for Phase 2
- Demo on how Kaleea can upload their products
- Upcoming milestones
- Invitation to SMU Team Final Presentation
- Any other business

## Minutes

Discussion Topic	Action By
<b>Deliverables for Phase 2 (By 30<sup>th</sup> March)</b> <ol style="list-style-type: none"><li>1. Checkout as Guest (Main priority)</li><li>2. Promo &amp; Discount codes</li><li>3. Trend analysis (Using Google Analytics to track the popular products, traffics, drop off rate etc)</li><li>4. Product Suggestion on product info page [Optional] (Suggest by colors and category)</li><li>5. Automation to launch collection</li><li>6. Advance Filter function</li></ol>	Kaleea to SMU
<b>Demo on how Kaleea can upload their products on Salesforce</b> <ol style="list-style-type: none"><li>1. Click on the product tab on salesforce</li><li>2. Create new product (IMPT: please enter the launch date and time and the</li></ol>	SMU

category of the product)

### 3. Create new product inventory after step 2

Product Detail

Product Name: 005o00000017Gol | Price: 005o00000017Gol

ProductID: 46 | SKUP: 005o00000017Gol

Description: 005o00000017Gol | Defective Product:

State: 005o00000017Gol

More Colours:

Backorder\_Description:

▼ Collections

Collection: 188 | Category:

Launch: 12/03/2015 14:20

Created By: Gerald Ng, 12/03/2015 14:20 | Last Modified By: Gerald Ng, 12/03/2015 14:20

Productinventories

New ProductInventory
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No records to display

Always show me more records per related list

#### Upcoming Milestones:

1. User Testing – 30 March 2015 (tentative)
2. Final Presentation – 16<sup>th</sup> April 2015 , 2pm (tentative)  
\*\* Will send a google invite upon confirmation of the data and time with SMU project supervisor

#### Any Other Business:

##### SMU TO DO:

- User interface: Align logo to center of the page
- Invite Kaleea to access google analytics
- User Manual (After user testing)
- Show customer sign ups in the contacts tab on salesforce (Done)

##### Kaleea TO DO:

- Kaleea to send high resolution logo to Smu team ASAP

SMU

<b>Recorded by:</b>	Chloe
<b>With inputs from:</b>	Meeting Attendees
<b>Date:</b>	13/03/14