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| Fortune Cookies External Meeting Minutes Template |
| Date: | 3rd September 2012 |
| Time: | 1730 - 1900 |
| Venue: | Lodestone Management Consultant |
| Attendees Present: | Hayden, Dustin, Lilian |
| Attendees Absent: | Aladdin, Jane |
| Supervisor Present: |  |
| Agenda: |  |
| Issues Raised during Paper Prototype Test:1. Back button missing from the individual project management page.
2. Allows manager to edit project name.
3. No trigger to do anything. Can’t update project. Add more trigger to prompt user to answer questionnaire.
4. Warning for user, to submit status report.
5. Options to turn on and off notification.
6. Welcome message together with task list for project manager (the task only gets removed once the action has been completed), which will be put on top of the list of projects
7. No world map view needed for project manager as only his projects will be viewed
8. Project Manager doesn’t need filters because he only has a maximum of 5 projects (usually just 1-3 projects)
9. The Project Partner NEEDS the filter to see the projects in red status.
10. Reporting frequency is fixed at once a month
11. Global view for engagement partner is not very intuitive -> It should be click continent to see the countries, whereas a mouse over these countries would show the projects in red, yellow or green. The initial view would be the number of red, green, yellow projects in the region
12. Display the top 5 revenue projects in dashboard for partner (but not necessary)
13. Add region in the tables for projects for PM view
14. Legend in the map should be put to determine the severity and ease of viewing for partner
15. Sort projects by ascending on first click and descending on the second click
16. Default view for projects should be based first on engagement partner, alphabetical and client name, alphabetical
17. Include archives for past projects for all roles
18. There around 100 PM and 100 projects per year
19. Project Manager sees the previous report
20. Director will be able to see the yes no answers in the report
21. When filling in status reports, do not put the colours as that serves as guidance
22. Admin Regional Management -> An edit page would be good enough as admin stuff needs to be functional only
23. Edit questionnaire should keep pillar, limit to 10 questions, weightage would be 100%, errors would occur if it does not sum up to 100.
24. Preview of the questionnaires should be another page
25. Remove questions will not be deleted from the DB
26. To be discussed on the next meeting: SERVER and price alternatives
27. Goal for lodestone: Ease of Use, the tool should not be a burden
28. Director and Partner goals: Intuitive
29. Project Managers should be emailed for notifications as well
30. Clarifications + Question Answers to the powerpoint

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