Supervisor Meeting Minutes 5

Date: 10 February 2015

Time: 3.30pm- 4pm

Place: Professor Thng's Office

Attendee List:

SMU:	Professor Patrick Thng
	Chloe
	Gerald
	Hexing
	Arinah
	Farah

Agenda for the Meeting

- Inform the change in project client
- Step to be taken for mid terms
- Current progress
- Any other business

Minutes

Discussion Topic	Action By
Inform in the change in project client and scope **New Client:** Kaleea, a new clothing line which aims to tap on salesforce to sell their clothes online to women from the age of 20 to 35 years old. **NEW Deliverables:** Phase 1: 1. Inventory Management 2. Order Management 3. Payment Management 4. User Account Management (Customers) 5. Shopping Cart Functionalities 6. Ad-Hoc Request Styling 7. Mailing List Phase 2(up before final presentation) : 1. Google Analytics 2. Product/Style Suggestions 3. Backorders 4. Checkout as guest and create a new account with Kaleea	Prof Thng, T-club

5. Membership loyalty program
 	
OLD Deliverables:
 	
    1. Inventory Management
    2. Order Management
    3. Payment Management
    4. User Account Management (Customers & Stylist)
    5. Shopping Cart Functionalities
    6. Ad-Hoc Request Styling
    7. Styling Services subscription
    8. Assignment of stylist to customers
    9. Stylist picking and choosing clothes for customer based on their preference
    10. Mailing List	

Step to take for Mid Term Presentation
 	
- During presentation, team should justify before the presentation to prof gan and the reviewer of the following:
    a. Team is to first give a background in the change in scope & client. Hence, urge the reviewer will not be strict with the team
    b. How are we going to use salesforce to the new client
    c. Address that the team is catching up right now, Mid-term will not be as sleek as what we want to do
- Some questions to ask our client:
    ➢ Why are they doing this ecommerce business?
    ➢ Who are we targeting? Target audience can tie in with the payment method and the loyalty program Eg. If you are targeting the rich, can consider American express. If you are targeting mass market, considering allowing debit card payment as not everyone owns a credit card
    ➢ What is their market position?
    ➢ Rational of loyalty program- from target audience we can determine the type of incentives you want to give your customer(eg. If you are targeting uni students, probably can have free zouk passes if they hit a certain points.
	T-club

Current Status - Current phase: 9 - Tweaking the current function(Inventory, payment, user account, shopping cart and user interface, based on the new client's business model) - Preparation for UAT 2 (13th Feb with Salesforce and Kaleea)	T-club

Other business:	T-Club
- Next meeting(17th Feb 2015, 3pm-4pm) - PM is to come out with a draft ppt and also the revise project plan and timeline by next meeting	

Recorded by:	Chloe Quek
With inputs from:	Meeting Attendees
Date:	11 February 2015