Client Inquiry Meeting Minutes

Thursday, January 10th, 2013

**Attendees:**

Brandon Richard

Richard Sayat

Jamal Rahhali

Andrew Mooney (Client)

**Agenda**

1.) Inquire about what the client’s business consists of.

2.) Inquire about the needs of the client with regards to the application to be built.

3.) Inquire about how the client wants the application to be implemented.

**Action**

1.) Inquire about what the client’s business consists of.

The client owns and operates a business that ships safety-standard clothing to mainly oil and gas industry companies. The client’s company consists of a manufacturing aspect with employees sewing garments full tilt. When the client has products, which there is not a large selection of, he ships them in mass quantities. The client is legally bound to deliver his products within a quoted time frame which is generated depending on the order, and faces penalties for late orders. Most of his materials and resources come from the States. The second side of the company is a sales department.

2.) Inquire about the needs of the client with regards to the application to be built.

The client has presented a list of problems with their current system. First, the application needs to give him the ability to instantly make customers aware of new products, as opposed to his current catalog style of product display. As the client mentioned, he is legally bound to time frames in regards to orders being shipped, so a system must be implemented to give customers an accurate time estimate. The client has also requested a desktop application for the sales team to use for accessing and creating customer information and saving it to a database. He has also requested that information regarding the products themselves are to be stored in the database (material suppliers, etc.).

3.) Inquire about how the client wants the application to be implemented.

The client has requested that the software be developed into two parts, tied together by a database. The online catalog will be done as an E-commerce website (.NET), providing information about products and also including the ability for customers to order online.

The desktop application will be used by the sales team to create, modify and access customer records. The application will also be used to record information about products, as well as to develop accurate estimation times for orders.

Finally the database will contain all of the customer information, as well as information regarding products such as their materials, material suppliers, etc.

**Notes:**

Our project manager reviewed this record on January 29th and noted that the client would have wanted to express that his customers have the expectation of quality and accountability and that he expects this not to be lost by the change in technology.  
  
On a review on February 7th, the project manager added “E-commerce” in front of “website” (section 3 above).