Subject: Client meeting 2

Project Name: TechLab knowledge sharing and reporting platform upgrade

Facilitator: Jim Cook / Viji Venkataramani

Prepared by: Hand of the Fek

Mode: Face to face

Date: Tuesday 19th August

Time: 12.00pm – 12.40pm

Attendees: Cameron, Joo, Adam, Vicky

Absent: Clinton

[**Agenda item –** *the topic to be discussed during the meeting*

Description/comments *– brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item*

Decision/Action: *decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required*

Who *– team member responsible for action or outcome(s) associated with decision made regarding agenda item*

Items for escalation *– any issues that needs to be raised with the team manager, tutor or client]*

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	First draft design pitch of the project	Develop design	Adam/Joo	Questions about canvas submissions
2	What is in progress?	Finalising design and scope of website.	Design due date 26th August	Vicky managing	Scope contract

3	What is working well?	Design of scope. Communication with client. Design of website	Further allocation of roles regarding design process	Cameron/ Clinton	Specifica design implementations such as advanced search.
4	What needs improvement?	Detailed design and scope of the website. Implementing the client's wants in the design.	Discuss with team of the capabilities Contact client for clarification if needed	Vicky	None
5	Reminders	Finalise design Fork repository and begin working on codebase by week 4	Continue to work on design	Cameron	None
6	What needs to be completed before the next meeting?	Next meeting not until 2 weeks. Keep working on the design	Continue to work on design	Adam	None
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