Week 1:

|  |  |
| --- | --- |
| Description: | Checked: |
| Client has been informed of the proceedings of the week’s activities in a written matter (email, message) | x |
| Client has been informed and included in at least one meeting to assure the scope and the direction of the project (In person, online call) | x |

Week 2:

|  |  |
| --- | --- |
| Description: | Checked: |
| Client has been informed of the proceedings of the week’s activities in a written matter (email, message) | x |
| Client has been informed and included in at least one meeting to assure the scope and the direction of the project (In person, online call) | x |

Week 3:

|  |  |
| --- | --- |
| Description: | Checked: |
| Client has been informed of the proceedings of the week’s activities in a written matter (email, message) | x |
| Client has been informed and included in at least one meeting to assure the scope and the direction of the project (In person, online call) | x |

Week 4:

|  |  |
| --- | --- |
| Description: | Checked: |
| Client has been informed of the proceedings of the week’s activities in a written matter (email, message) | x |
| Client has been informed and included in at least one meeting to assure the scope and the direction of the project (In person, online call) | x |