**Step 1: Client Needs Assessment**

To understand the client's requirements and project goals, there are questions that you would ask them. Each question should serve a specific purpose and should play a crucial role in shaping the website design.

**Task: Discuss six questions that you would ask the client giving reasons why each question is important.**

a)What does your business do?This is to understand how their business need to be perceived for you to know the right theme and color to use.

b)What information do you want added to your porfolio website?To know the key elements such as the size,location and background of their business.

c)Do they currently have a website?If so,what isn't working for them?By reviewing their current website,you can learn your client's likes and dislikes as well as learn from any mistake made last time around.

d)Who is your target audience?To better determine the appearance,layout and navigation of the website so that it can resonate strongly with the target audience.

e)Who are your competitors?This is to know the field of their work because every field has a certain look,you can also do this to learn from their successes and failures.

f)What is your timeline?This is crucial to keep the project on track and ensuring you live upto expectations.