

## **AGENDA**

Client Meeting

February 2<sup>nd</sup>, 2017

1:00pm – 2:00pm

Matt's Office, third floor, Forrester Hall

Attending: Matt Redmond, Chris Hein, Matt Hutchinson, Andrew Rehberg

- Call to order and roll call
- Approval of agenda
- **Project Discussion**
- Dev team demonstrates currently developed pages of the website 25 minutes, Dev Team
- Discussion regarding any changes or revisions to the site the client wants made 20 minutes, Matt Redmond
- Client signs off on deliverables 5 minutes, Matt Redmond
- Client gives physical sign off on project charter 5 minutes, Matt Redmond
- **Discussion**
- Discussion to determine schedule of future progress meetings if desired by the client 5 minutes, Matt Redmond

**Chair Adjourns Meeting**