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# Minutes of project meeting [SQUARE PROBLEMS]

| Subject: | MEETING WITH THE CLIENT. | |
|---|---|---|
| Date: | THURSDAY, 27TH SEPTEMBER | Time:16:45-17:30 |
| Place: | CLASS 2.059 | |
| Chairman: | Anton Reunovs | Minutes secretary: CRISTIANO FEIO |
| Present: | ALL GROUP MEMBERS | |
| Absent: | | |

**Information**
- THE CLIENT GAVE EXTENSIVE FEEDBACK ON ALL ITERATIONS
- THE CLIENT WANTS A CONTACT PAGE WHERE YOU CAN ASK QUESTIONS(REQUIREMENT).
- THE CLIENT WOULD LIKE MORE PICTURES ON THE WEBSITE.
- THE CLIENT STATED HE DISLIKES THE USE OF DARK COLORS ON THE WEBSITE.
- THE CLIENT WANTS EVERY PAGE TO HAVE A FOOTER WITH THE LOCATION AND CONTACT INFORMATION OF CIRLCE SOLUTIONS
- THE CLIENT WANTS EVERY PAGE TO BE CONSISTENT.

**Decisions**
- ALL PROJECT MEMBERS WILL CHANGE/ UPDATE THEIR ITERATION BASED ON THE FEEDBACK GIVEN BY THE CLIENT.
- PROJECT MEMBERS THAT DO NOT HAVE A CONTACT PAGE INCLUDED IN THEIR ITERATION WILL CREATE.
- TEAM MEMBER WILL INCLUDE MORE PICTURES IN THE DESIGN OF THEIR WEBSITE.
- PROJECT MEMBERS WILL AVOID USING DARK COLORS AND FOLLOW THE COLORS GIVEN IN THE BRANDBOOK. (THE CLIENT IS OPEN TO ADVICE ON COLORS.
- PROJECT MEMBERS WILL CREATE A FOOTER ACCORDING TO THE CLIENT'S SPECIFICATIONS.
- THE ITERATION OF EACH PROJECT MEMBER WILL BE CONSISTENT WITH THEIR DESIGN.

**Action points**

| What? | Who? | When? |
|---|---|---|
| CREATE MINUTES MEETING | CRISTIANO FEIO(SECRETARY) | 27/9/2024 |
| MODIFICATION OF ITERATIONS | ALL PROJECT MEMBERS | 30/9/2024 |
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**Next meeting**
- Date: MONDAY, 30$^{TH}$ SEPTEMBER
- Place:
- Time: 14:00-14:30