

REVIEW MEETING- 2

Title: Initial Planning.

Venue: Villa Rosa Kempinski

Date: 01/11/16

Attendees:

1. Feisal Hasham- Client
2. Mr. Evans Njihia-Senior Manager
3. Adrian Mwangi-Project Manager
4. Hannah Stocking- Secretary

Apologies for not attending

1. Benson Kamau- Financial Manager

Agenda

1. Review minutes of previous meeting.
2. Presentation of Project Scope.
3. Initial Project Plan and designs.
4. Financial costs.
5. Any Other Business (A.O.B).
6. Conclusion.

1. Review minutes of previous meeting.

- Minutes of the previous meeting were read out by the project manager to give all the members present a recap of the last meeting.

2. Presentation of Project Scope.

- The project manager handed out copies of the project scope that he had prepared and gave each one time to go through it. He then went through it in further detail and answered all the questions that the members had.

3. Initial Project Plan and designs.

- The project manager presented the project plan and the initial design he and his team had come up with on the projector. The senior manager and the client suggested some changes to be made to the colors and on the layout of the homepage.

4. Financial costs.

- The project manager presented an estimation of the total cost that he had come up with excluding any extra costs. Since the financial manager was not present at the meeting, the document was signed by the client, the senior manager and the project manager, leaving the financial manager's spot empty.

5. Any Other Business (A.O.B).

- It was agreed that the financial manger would be present in the next meeting to sign the document.

6. Conclusion

- To conclude the meeting the client confirmed the venue of the next meeting and excused himself from the upcoming meeting due to unavoidable circumstances.