

REVIEW MEETING- 5

Title: Initial Planning.

Venue: Villa Rosa Kempinski

Date:01/02/17

Attendees:

1. Feisal Hasham- Client
2. Benson Kamau- Financial Manager
3. Adrian Mwangi-Project Manager
4. Hannah Stocking- Secretary

Apologies for not attending

1. Mr. Evans Njihia-Senior Manager

Agenda

1. Review minutes of previous meeting.
2. Progress of the project.
3. Presentation of financial cost analysis.
4. Review milestones achieved and upcoming milestones.
5. Any Other Business (A.O.B).
6. Conclusion.

1. Review minutes of previous meeting.

- The project manager read the minutes of the previous meeting.

2. Progress of the project.

- The client asked the project manager to get the ball rolling by informing the members on where the project had reached.
- He was able to show them that the project was getting to its prototype stages but the prototype had not been completed and explained how he had a few more links to put in it.

3. Presentation of financial cost analysis.

- The project manager also presented the members with a financial report which he had created with the advice from the financial and senior manager, to show how much money had been spent in the course of the project and if it was still within the budget provided.
- The client approved the responsible expenditure of the project manager and was happy with how he had divided the costs.

4. Presentation of the Prototype.

- The project manager distributed out copies of the prototype of the final product to all present at the meeting. The attendees were then allowed an extended period of time to go through the product. Thereafter the project manager answered all questions from the members.

5. Evaluation of the Prototype

- The client and members were pleased with the prototype however, they had a few suggestions:
 - The client wanted to include icons for the company's social handles e.g. facebook, twitter and Instagram to be accessed from all pages.
 - The members felt that there was some unnecessary content in the 'About Us' page that could be reduced to make short and include only the important information.

6. Project deliverables.

- With the project nearly completed, the project manager described each deliverable of the project and explained their respective usefulness'. He also answered any questions those present at the meeting had about the project.

7. Financial analysis.

- The financial analysis was presented to the members and the financial manager approved of the funds that had been spent. The client was happy to hear that in this period (as the project comes to an end) that there has been no point in the project where the project manager had gone over the budget.

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

- With this being the final meeting, the client thanked everyone for their participation in this project and gave the project manager a set including a tie with a matching pocket square and cufflinks as a token of appreciation for his service.

9. Conclusion.

- Each of the members left at their will.