

REVIEW MEETING- 3

Title: Initial Planning.

Venue: Villa Rosa Kempinski

Date: 01/12/16

Attendees:

1. Mr. Evans Njihia-Senior Manager
2. Benson Kamau- Financial Manager
3. Adrian Mwangi-Project Manager
4. Hannah Stocking- Secretary

Apologies for not attending

1. Feisal Hasham- Client

Agenda

1. Review minutes of previous meeting.
2. Template selection.
3. Equipment needed for photoshoot.
4. Any Other Business (A.O.B).
5. Conclusion.

1. Review minutes of previous meeting.

Minutes of the previous meeting were read out by the project manager to keep everyone up to pace with the project.

2. Template selection.

The project manager went ahead and presented the members with a number of templates that he had selected alongside his team which they thought were appropriate for this type of project. The senior manager was left with the final decision, in place of the client, he picked on one that had a very simple and user-friendly interface to suite all customers young and old.

3. Equipment needed for photoshoot.

- The project manager gave a list of equipment he would require for the photoshoot and video recording. He listed that he needed 3 cameras and 2 cars that will offer them transport to the location. There was also a request for a drone that will get some video footage from above, but the only problem was that it required us to go a bit over the agreed on budget.

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

- Due to the absence of the financial manager at the previous meeting, the document that was an agreement of the financial costs was to be signed by him, with that done and with no other business being discussed, the senior manager adjourned the meeting.

5. Conclusion.

- The meeting came to a conclusion and the members left at their pleasure.