

REVIEW MEETING- 4

Title: Initial Planning.

Venue: Villa Rosa Kempinski

Date: 01/01/17

Attendees:

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

Agenda

1. Review minutes of previous meeting.
2. Progress of the project.
3. Selection of photos to be used and video presentation.
4. Any Other Business (A.O.B).
5. Conclusion.

1. Review minutes of previous meeting.

- The secretary read aloud the minutes of the previous meeting, this was due to the project manager falling sick and his voice being inaudible.

2. Progress of the project.

- The project manager was able to present to the members how far the project had gotten to with the projector, showing all the tabs with information for example the 'About Us' page and the 'Contact' page.
- The client asked for the font to be made more visible and to include a banner for the sale that the company will be having.

3. Selection of photos to be used and video presentation.

- Photos that were taken a few weeks-ago were presented. The client was able to make a decision on the ones he wanted to use for advertising purposes only and for the ones that will be used to show what is in stock, all members agreed to the decision made.
- The project manager also showed hem the edited video without the audio. He then asked the members to choose a song which shall be played in the background of the video to compensate for the audio aspect of the project.

4. Review milestones achieved and upcoming milestones.

- With 80% of the project completion, it was important to look back and note milestones that have already been achieved. The client was happy to see how much had been achieved and was pleased to see all the milestones achieved, the project manager explained the rest of the milestones left.

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

- With there being no other business to discuss the client adjourned the meeting and thanked all of the members for attending.

6. Conclusion.

- With the meeting done, the members left at their pleasure.