

REVIEW MEETING- 1

Title: Project Approval Meeting.

Venue: Villa Rosa Kempinski

Date: 01/10/16

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. Introduction.
2. Handing over Project Proposal document.
3. Project approval and discussion.
4. Project timeline.
5. Any Other Business (A.O.B).
6. Conclusion.

1. Introduction

- Before the meeting went geared off, the Client wanted everyone to be acquainted. He begun by giving the company's background and the reasons for the project. Next was the Senior Manager who introduced himself as the client's right hand man who will be monitoring the project. The rest of the introductions were done with each mentioning their post in the project.

2. Handing over Project Proposal Document

- The project manager then handed in the project proposal to the client. Both the senior manager and the client went through the document and were pleased by what the project manager had to offer in the document.

All three of them signed the document at the bottom of the page, there after the client put the document into his briefcase.

3. Project approval and discussion.

- Soon after the document was signed the project was under way. From there onwards discussions on the project could begin. Thereafter the client was able to give his expectations for the project and what the product should deliver after its completion. The signed document was handed to the senior manager for safe keeping.

4. Project timeline.

- With the project confirmed and the approval form signed, the client came up with a timeline for the project, the completion date that the client gave was on the 2nd of March 2017.
- The client requested that the prototype should be handed in at least two months before the final product is given.

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

- An agreement was made by all present members that day, that they shall all be attending a monthly meeting on the first Monday of each month.
- To wrap up the meeting the client summed it up by announcing Adrian Mwangi as the project manager and gave me liberty of choosing five employees to complete this task with.