

INFORMAL MEETING

That evening after the 2nd review meeting, I called the financial manager, Benson Kamau, and gave him a run through of the meeting that was conducted in his absence. Told him about the presentation of the project scope, he asked me to send him a copy of it through email so he could go over it and send me any questions or any queries he has with it. After a few minutes into the call we agreed that it would be easier to have a video call because it would be more interactive.

Next on the list was the initial planning and designs. I explained the initial plan and gave him the timeline that we had estimated, he then suggested that the timeline we had estimated was too much and we should reduce the time we take or probably cut it in half. I informed him that it might not be possible due to the amount of work that is to be accomplished by the end of the project. We came to an agreement that the timeline shall be 90 days.

Then came the main topic of discussion, which was the Financial costs and how the money will be spent throughout the project. I told him that the cost had been discussed by the rest of the members and they thought that it was just enough to get us throughout the project. Benson said he would have a look at it and decide whether or not we deserve the money quoted in the plan. After some convincing he gave in and agreed to the financial quote.