23/11/2022- Zoom meeting 16:00

Present: Alyson, Eliot

Discussion points covered:

* Read project plan together (work in progress)
* Confirm Design choice with Alyson
* Discuss official communications protocol and confirm
* Share Risk management plan
* Explain Jargon

For the sake of client communication, I highlighted content that I thought would be relevant to Alyson’s interests. I purposefully did not include technical software engineering parts that she wouldn’t understand or find relevant. By doing this and sending it ahead I had a chance to let her skim over it without getting confused or have her have to take time to research anything to understand it.

Also included in this file is a transcript of our email exchanging with confirmation of her opinions to ensure that we had a clear picture of what is required.