Dear Alyson,

Firstly thank-you for taking the time to read our project plan and sit with me to discuss it 😄

This is just an email to recap and confirm your feedback in regards to our project plan validation meeting.

Today we went over the project plan together as well as some extra research and design documents we produced for you.

You felt that the project plan accurately defined your requirements and vision for the website.

We reviewed the user case stories and you said that they accurately expressed each user's role and needs from the service.

We also discussed the communication plan and confirmed that communication will vary between emails and video chats where required, as well as condensing meetings co-operatively with the other groups.

We reviewed the design materials, and you were happy with the aesthetic of the website and even picked a favorite type face to use - Josefin Sans.

In addition, during today's meeting we presented you with some of our research so far on hosting options, from which you now have access to the information. It was very helpful for me to learn that Face It doesn't yet have a registered charity status and also more about the technical and legal details of the role The University of Plymouth plays in Face It and it's intellectual property and content.

If you feel that I have misinterpreted anything or left anything crucial out , please let me know!

Otherwise, thank-you once more for your time,

Eliot,

Group Z 💻

Dear Eliot,

Thank you for sending these so promptly. I can confirm that this is an accurate account of our meeting.

Best wishes

Alyson