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| **Topic** | **Method** | **Date** | **Summary** |
| Scale of Project | In person Meeting | 24/01/2022 | We decided on the scale of the project and when we would do the reviews |
| Overall Budget | In Person Meeting | 31/01/2022 | We talked about the budget and terms of service |
| Timescales and objectives | In person Meeting | 07/02/2022 | We discussed some of the aims of the project. |
| Timescales and objectives | Email to team | 09/02/2022 | Spoke with the team about some requirements of the project. |
| Website Requirements | In person Meeting | 14/02/2022 | I showed a few website designs ideas and we found a colour scheme |
| Database / website requirements | Text Messages | 16/02/2022 | Multiple images and offers required |
| Question and Answers | In Person Meeting | 21/02/2022 | I went and answered some of the clients questions as well as got some clarification on the requirements. |
| Staff Potential Training | In person meeting | 28/02/2022 | We discussed the training and software requirements for the staff to use The Frack Hub system |
| Cost Management | In person meeting | 07/03/2022 | We spoke about financial support from the local government and how to effectively spend funds and keep the business running |
| Secondary Questionnaire | In person meeting | 14/03/2022 | I was instructed to do another questionnaire to see how customers might want the application or any changes to be made. |
| Overall Review and forward expectations | In person meeting | 21/03/2022 | We spoke about how the project had been developing and what to include moving forward in the coming weeks |
| Demonstrate project | Video Recording | 28/03/2022 | The team and I an initial version of the project |