Feedback Summary:

• **Client Meeting: We'll need to arrange a face-to-face meeting soon. While Teams meetings will continue from 10th November 2025 every Wednesday, it's important to establish a stronger client relationship early on. Min currently has the client's contact details.**

• **Repository Setup: All project documentation, including contract roles, project management methodology, Gantt chart, and risk management plan, should be consolidated into one shared repository for easy access and version control.**

• **Client Communication: A Teams meeting can be scheduled initially for clarity, but the client must first understand the project direction in person. Afterwards, we can continue progress updates virtually.**

• **Business Use Case: Review and make any required adjustments after the client meeting.**

• **Preparation: Before meeting the client, ensure we've clearly defined our questions, expectations, and deliverables as a team.**

Deadline: Please aim to have all of this completed by Monday, 10th November 2025, so we're fully ready for the next phase.
Let's continue maintaining strong communication and take proactive ownership as we move forward.