# ***Team Meeting***

**Date | time** TBD| **Location** West Sixth  
115 W 6th St. Ste. 101  
Tempe, AZ 85281

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| |  |  | | --- | --- | | **Meeting called by** | Luis Jaime Nevarez | | **Type of meeting** | Website Design | | **Note taker** | TBD | | **Timekeeper** | TBD | | **Attendees**: TBD  **Please read** :Website brainstorming  **Please bring** : Laptops, Pencil, & Paper. |

## **Agenda Items**

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Phase 1: Project Planning | TBD | 7:00am | |  | Phase 2: System Requirements Analysis | TBD | 7:00am | |  | Phase 3: System Design | TBD | 7:00am | |  | Phase 4: Implementation | TBD | 7:00am | |  | Phase 5: Testing | TBD | 7:00am | |  | Phase 6: Acceptance | TBD | 7:00am | |  | Phase 7: Maintenance | TBD | 7:00am | |

## **Other Information**

**Observers** : Clients

**Resources** : Internet

**Special notes** : Ask good Questions

In most client meeting, you want to gather information from the client, even if that information is feedback on your ideas or proposals. By asking good questions you’ll be able to get to the root of what they want, and what they really think. In some cases, the clients themselves might not know what they want, and only through asking questions to them will you be able to lead them to a conclusion.