**[Miami Lib Finder]**

**Client Kick off Meeting Report Reporting Period: *09/06/2019 - 09/13/2019***

**Summary:**

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| *On Friday afternoon, we conducted the first client meeting with Mr. Matthew Benzing. Our client is willing to support us with data and management structure of the library, sharing the management system that is used in our libraries. However, it is not certain that we will be given all of the private data regards to King Library. And the most crucial thing for our initialization is that we have glimpsed about our base functionalities for the milestone, target and potential users.* |

**Milestones:**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | DUE DATE | PROGRESS | Status |
| *Data Collection* | *9/20/2019* | *15%* | *In Progress* |
| *Undecided* |  |  |  |
| ... |  |  |  |

**Issues, Risks and Change Management:**

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| --- | --- | --- |
| ITEM | PROGRESS/DECISIONS | Status |
| *Technology support* | *We are connecting and trying to get information and data from Miami IT Service and IT Support* | *In progress* |
| *Risk* | Knowledge domain may not be covered by our prior study | In progress |
|  |  |  |