

Client Meeting Agenda

10am-10:30am, Monday the 17th of November 2025, Teams

- 1) Welcomes and Introductions
- 2) Apologies
- 3) Purpose of Meeting
- 4) Previous actions
 - a) Confirm we have all received access to the prototype post signing IP transfer document
- 5) Regular agenda items:
 - a) Progress of project
 - b) Discussion of individual task completion progress
 - c) Discussion of issues encountered
 - d) Discuss tasks to be completed in second sprint
- 6) New items for discussion
 - a) Ask about progress of discover workshop testing
- 7) Any Other Business (AOB):
- 8) Time and date of next meeting:
 - a) 10am-10:30am, Monday the 1st of December 2025, Teams