**Memorandum**

**To:** Peter Mavridis – GUI Programmer/Chief Tester

Thomas Baillie – Chief Programmer

Darryl Murphy – Chief Analyst/Designer

Ali Sayed – Chief Programmer

**From:** Kresimir Bukovac – Manager + Chief Analyst/Designer

**Date:** March 23, 2015

**Subject:** Review of Client Meeting #1 and planning for Client Meeting #2

On Wednesday, the 18th of March, 2015, the team had their first meeting with the client. A summary of the meeting has been compiled and put onto github. Tomorrow’s Team Meeting will be to review the contents of the summary and plan for the next Client Meeting.

You must bring a copy of the compiled meeting summary with you to tomorrow’s Team Meeting in order for everyone to go through it together. If you have any notes or changes which need to be amended to the summary, bring them to the Team Meeting as well. Also, bring any plans or documentations you have made in regards to the project or for the next Client Meeting.

If there are any questions as to this memo, the Team Meeting, or you are unable to attend the Team Meeting, you can contact me on the following:

Email: [kb100@uowmail.edu.au](mailto:kb100@uowmail.edu.au)

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