**Client Meeting Template**

**Date :** 27th August 2019

**Starting Time :** 02:00 PM

**Ending Time :** 03:00 PM

**Absentees :** None

**Client Name :** Dr. Mark Corson

**Agenda**

**1. Getting Introduced to the Client:**

As it was an Initial meet with the client, we had introduced ourselves to the client sharing our background , technical expertise and about the IT exposure of our teammates.

2. **Brief Overview of the Project:**

Dr. Corson has given an overview of the project “**Disaster Management”** i.e. how the end user reports about any disaster occurred with the amount of intensity and how the application needs to function to send alarms to different departments to take necessary actions to reduce its impact.

3. For gathering the requirements of the project and for its rest of phases we had scheduled an appointment with the client to meet him on every Tuesday during 02:00 PM – 03:00 PM.

4. During the next meet the client as requested us to share the Company logo and Organizational Chart.

**Issues raised with the client: None**

**Requirement of the client**

Requirements of the project will be gathered in the next meet with the client.