**Rao’s facilities website**

**Date-13/11/2018**

**Minutes of Meeting**

**Brief:** Purpose of this website is to make the communication between the customer and the company easy by making a medium of communication which is this website by letting the customer knowing the valuable information like real time charges for the services provided through company. We also added a new opportunity to the people who are seeking or jobs also by adding a new option where they can send resume and get a best job. Customer which are like household needs can request a onetime visit to the house and get their job done.

**Customer:** The main customer of this company are big companies who need their job of cleaning their surroundings done and as we added a new feature this can be used for people who are in need of job. This can be used by housing staying people too**.**

**Agenda:** To increase the communication between customer and the company.

**Conversations:**

ALL of our conversation between the company had been through phone.

On our **first conversation** we had on the design and the requirements of company and they want the website to be presented to outer world so that they use this website more easily without any difficulty.

On our **second conversation** we talked about the dead line and the progress of the work. At that time of the conversation we had just completed the first page of the website. They were happy with the work we had done so far. They were eagerly waiting for the end product of the website.

On our **third conversation** we couldn’t show any major result because of the exams we had and holidays. We gave assurance of the getting the job done in the given time. We also showed them the final design of the website and also had talked about adding more features to website in the given dead line.

**Suggestions:**

We had few suggestions on the features which should be added on the website and also on the work speed. We and a few suggestions on design part also.