

Meeting Minutes #2

PROJECT NAME: POGO GAKKŌ
PROJECT STAKEHOLDER: Steve Bulgin

DATE: Wednesday, February 6, 2019
PARTICIPANTS: Steve Bulgin
Patrick Cowan
Patrick Gingras
Andrew Godfroy
Windjy Jean
Sarah Liu

Meeting Objective

- Get a Sign-off on the Project Creative Brief
- Discuss Technical Recommendations
- Gather input on User Profile and Raid Mockup Images

Meeting Results

- client was satisfied with creative brief, technical recommendations, and mockup images
- client signed off on project creative brief and was content to let the project group begin development using the proposed technologies (as outlined in the technical recommendations)
- client did not have any suggestions regarding mockups
- possibly send more frequent updates, when appropriate