M1 : First meeting - Talk about the URS. Specifically, the interview from the reader. We should at the very least touch base on the big-picture of the envisioned product (application & website) and their features. Define the users of the software (admin, manager, worker), what they should be able to achieve using the solution, etc…

Here are some of the questions I have:

Q: Who is going to use the product?

Q: What types of 'departments' are we referring to within the interview?

Q: What types of data do you intend to view and manage and by who?

As discussed, I encourage you to think of things to say too.

M2 : GUI & Data meeting - By this point, we should be primarily done with the GUI wireframe for the website and the C# application. During this meeting, we should fully present the prototypes to the client and discuss bot the good and bad points, any changes necessary, things to remove, etc.

M3 : Checkpoint meeting - This is the first meeting where we show the actual C# application. We show the overall progress of the user interface to the client. Based on the feedback received we will be able to proceed on the back-end (e.g implementing UML) part of the application including any necessary changes.

M4 : Website meeting - Prior to this meeting, we should have a basic functioning website to show to the client. At the end of this meeting we should be able to fully finish the website with the feedback received.

M5 : Showcase meeting - This is our final meeting we will have with our client prior to the final presentation of the finished products. In this meeting, we should clear any doubts we have regarding certain features. We will show everything we have and make sure the client is satisfied with the IT solution (and possibly ask if they would work with us in the future).