First Meeting with SBYEC

Objective: To get acquainted, understand the SBYEC website's development history, and discuss your goals for this project.

Self-Introduction (5 minutes)
Both parties will give brief self-introductions.

SBYEC Website Development History (8 minutes)
You will share the website's background and successes (or failures) to date.
- Since we are unfamiliar with the website's information, your detailed introduction will be very helpful for us to get started.
- We will ask questions to ensure accurate understanding.

Goals and Priorities (8 minutes)
Discuss core project requirements.
- This section will avoid technical jargon and website technology
- Which features are "must-haves"?
- Which features are "nice-to-haves"?
- What improvements do employees want for the website?
- What complaints do your customers have about the website?

Next Steps (6 minutes)
Discuss what resources (such as system access or documentation) might be available from the previous team, so that we can continue smoothly.

Summary (3 minutes)
- Confirm next steps and preferred contact methods.
- We will prepare and send you a meeting summary for confirmation after the session to ensure our understanding is accurate.

Total Time ~30 minutes