

Client Meeting Summary

Date: April 14th, 2025

Project: Greenbelt Reparations

To: Bob

From: GR team (Elise, Fariha, Emmanuel, Ruchir, Khao)

Meeting Attendees:

While we did not hold a Zoom meeting with Bob this week, communication via email has been ongoing.

Meeting Summary:

Although a formal virtual meeting was not held, the project team has remained in contact with Bob throughout the week to provide updates and coordinate next steps. The Greenbelt GIS map has been sent to Bob for review, and he confirmed he will take a look at the materials.

Additionally, the client expressed interest in having a web portal integrated into the community website so residents can track project progress. Our team has begun development on this, with Ruchir and Ibrahim leading the implementation.

One challenge noted within the team is that some members are having difficulty accessing certain documents shared by others. We are working to streamline communication and file sharing to ensure all team members have full access to necessary materials.

Action Items:

Project Team

- Continue development of the web portal (Ruchir & Ibrahim).
- Ensure consistent internal document sharing and troubleshoot access issues
- Follow up with the client after reviewing the Greenbelt GIS map to gather feedback

Client

- Review the Greenbelt GIS map and provide any comments, questions, or suggestions.

Please let us know if we missed anything or if there are additional considerations you'd like the team to address.

Best regards,

GR team (Elise, Fariha, Emmanuel, Ruchir, Khao)