26/10/2022-TEAm meeting 10:30 in 111/Library

Present: Dan, Lucas, HU, Eliot

**Meeting Goals:**

**1.Discuss Bid results**

**2.Discuss Liaison Strategy.**

We have the news that we have Alison from Face/IT

Our next steps, Eliot has to set up an initial meeting with the client to gather information to get the project information ­for a project plan.

“Ensure that you cover the following in your first meeting:

-               Communications protocol.  How will you and the client communication.  What are preferred timings and methods.

-               Project Objectives.  What are the aims and objectives of the project.  These objectives will form the basis of your initial project plan.

-               Requirements.  Discuss the scope and the functionality of the proposed system.

A summary of your meetings detailing who attended and an overview of discussions must be provided via email to the module leader.  You must copy your client into the email.”