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Client Meeting - Summary & Survey

Following our first meeting, our team didn't find it necessary to organize a followup meeting. Our main objective remains the same, obtaining data from previous survey attempts in order to create a first draft to send to the client. We sent an email after our initial meeting and a few additional ones recently to try and obtain the survey data, but haven't heard back from the mayor yet.

Client Items:

- Provide team with previous survey data

Team Items:

- Analyze previous survey data
- Design first draft
- Send first draft to client for feedback