

# Meeting Minutes and Progress Report

## Meeting Minutes

### Meeting 2



Date: 10/26/2020, 6:30pm

Location: Zoom

#### Agenda Items:

- Finish drafting client letter
- Send client letter to client
- Establish meeting date and time with client
- Begin drafting needs analysis

#### Topics:

- Started the meeting by going over what needs to be done and what needs to be discussed for the meeting
- Notified Cian about the due date of the client letter to be submitted on Canvas along with sending it out to the client, and learned that Cian has already sent it to the client
- Decided that we need to wait for the client to get back to us in order for us to move on to the next assignment
- Also made sure that Cian is in talks with the client so we can establish a date for us to meet every week
- Everyone also agreed upon starting to work on the needs analysis as the due date is approaching
- At the end of the meeting, everyone decided that they will do some research on the client and try to learn about what they do to better prepare for the future meetings. This meeting ended at 7:05pm.

## **MEMORANDUM**

To: Dave Howland

From: Rutgers Community Service Group

Date: November 6, 2020

Subject: Progress Report 2

### Project Overview:

This week's meeting did not cover any solid grounds, as no communication with the client has been established. In the meeting, we talked about some of the basic things like reminding each other of the due dates along with some of the future planning. We also discussed the distribution of the coursework as we want to be prepared for the time when actual work starts coming our way. Made sure that the client letter is sent and received by the client and hoped to hear back from them soon.

### Work Completed:

- Successfully concluded the meeting with a positive attitude and future planning
- Sent out client letter to our client introducing the group and plans for the project
- Submitted the assignment of Client Letter on Canvas

### Work in Progress:

- Assignment: Needs Analysis and Proposal, as we have not heard from the client yet

### Complications:

- No complications at the moment, but if the client does not reach out to us on time, then it might make our plans for the project difficult and might ruin the timeline of the submission of the project