

Tutorial Template: Client Meetings

This tutorial template should be used every time you have a meeting with your module tutor/client. You must complete the appropriate preparation sections BEFORE you attend your tutorial.

Tutorial Preparation (Academic)

Tutorial Number: 3

How do you feel your project is progressing?

Project Schedule	On Schedule	5	4	3	2	1	Behind Schedule
Requirements Specification	Complete	5	4	3	2	1	Not Started
Planning Documentation	Complete	5	4	3	2	1	Not Started
Methodology	Complete	5	4	3	2	1	Not Started
Solution Design Documentation	Complete	5	4	3	2	1	Not Started
Testing	Complete	5	4	3	2	1	Not Started
Technical Deployment	Complete	5	4	3	2	1	Not Started
Evaluation and Critical Reflection	Complete	5	4	3	2	1	Not Started

Your Comments:

I feel the project is progressing well. The Requirements Specification, Planning Documentation, Methodology, and Solution Design Documentation were previously discussed in our last meeting and are complete. The Development Phase is now also complete, and I am preparing for the Testing phase, which is scheduled in the project timeline. After testing is done, I will move on to the Technical Deployment to make sure everything works well. I'm also gathering ideas for the Evaluation and Critical Reflection part to find ways to improve for the future.

Tutorial (Academic):

Module Tutor Comments:

The learner have ~~set~~ choose the themes that align perfectly with the project. Overall everything is on track and he is carrying his work according to the schedule.

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Tutorial Preparation (Client):

Do you have anything related to your product you wish to demonstrate to the Client?

In the Development Phase, I'd like to share:

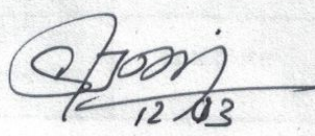
- Features and Functionality Implemented in Website
- Themes of Website
- Plugins Integrated
- User Interface Design

Tutorial (Client):

Client Comments

In my meeting with the client, they were happy with the completed development phase. They liked the themes and the user interface. The client encouraged me to continue the testing phase.

Next Client Meeting: 14/12/2024

Tutor Signature:	Saran Karki
	
Date:	03 December, 2024

Tutorial (Academic):

Module Tutor Comments:

The learner have not done the themes that align perfectly with the project. Overall everything is on track and he is carrying the work according to the schedule.