Meeting stuff to cover 05/10/2022:

Very rough outline of things to cover in client meeting

* Take meeting minutes
* Ask client to explain project
* Current state of project
* Access to demo of project / source code
* When to meet next (possibly in person)
* Ask for developer requirements
* Ensure that requirements are ordered from most wanted to least wanted
* Set client expectations at realistic level - much better to under promise!!
* Ask for access to codebase and previous documentation. Enquire about access to previous students.
* Discuss system stakeholders and who will use the system and what for
* Explain that we are in very early stages and hence that this is only an initial meeting
* Arrange next meeting (possibly in person)