Answers...

1. Analyze your **meetings**. ...
   Research the **client** beforehand. ...
   Create a welcome / onboarding package. ...
   Offer something of value for free. ...
   Listen more than you speak. ...
   Address their specific pain points. ...
   Anticipate common questions. ...
   Dress to impress, but be yourself.
2. Define **quality**. **Quality** is ambiguous, it can mean many things. ...
   Commit **to quality**. A company's commitment **to quality** must come from **the** top and **be** reinforced repeatedly.
   Stick **to the project** requirements.
   Manage **quality**.
   Perform **quality** assurance.
   Control **the quality**.
   Focus on requirements.
   Follow **the project** processes.
3. Developed by the Project Management Institute (PMI), the five phases of project management include conception and **initiation**, **planning**, **execution**, performance/**monitoring**, and project close.
4. **alpha version** (plural **alpha versions**) (computing, technology) An early **version** of a program or application, typically unstable, but useful to show what the product will **do**. Sometimes this stage is referred to as a preview **version**. Sometimes no more features are added after this **release**, but bug fixes continue.
5. **Alpha** Release - This **is the** release when the feature which you are developing is incomplete or partially complete. ... **Beta** Release - This release is done when the product feature is complete and all the development is done but there are possibilities that it could contain some bugs and performance issues.
6. The product **version** that **has** passed **beta** testing is called **beta release**. After the **beta phase** comes gamma testing.