Understand client needs

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| **Date and Time:** 04/10/2024 | **Meeting Attendees** |
| Online / **In Person** | Anton, Ayman, Farshad, Raf |

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| **Agenda** | **Solutions** |
| * Understanding clients’ needs. * Defining scope. * Defining the timeline. | * Had meeting, the questions were asked and documented, can be found at **Client Questions.docx.** * To upgrade current system which uses 2008 windows server & update to more modern CMS system which is more modern with IT team and client. In addition, address crashes and unsecure payment. * The project must end by September 2025. |

**Action Items:**

* Discuses alternative CMS and WordPress.
* Compare 5- and 10-years plan.
* Discuses alternative to windows server 2008.
* Search way to increase sale by 15%.

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| **Next Meeting** | **Additional Notes** |
| * 11/10/2024 | * Bear in mind the problem IT has with current CMS. |