**Client Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [20/08/2020] | 1pm - 2pm | WelTec |

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| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Discussion about getting approval for the proposal |

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| **Participants** |
| Ruban Ravi Sebastian (2207078) |
| Kalaivani Ilango (2208791) |
| Supun Chandra Malimage (2193624) |

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| **Agenda Item** | **Discussion** | **Action plan** |
| 1. Apologies | 1. Advised strictly to bring meeting agenda and previous meeting meetings. 2. Suggested everyone should be proactive to avoid delay in the progress of the project. 3. Suggested us to allocate task equally instead of Supun doing more responsibilities | 1. Agenda and meeting minutes made for every meeting regularly. 2. Task have been equally allocated as per suggestions. 3. Team arranged meetings to sort out the delay in the progress of the project and rectified the mistakes. |
| 1. Proposal | Suggested to meet learning commons advisors to seek help for writing proposal in business standards for executive summary and other topics | Met Mr. Mervin from leaning commons and got his support to update the proposal |
| 1. Gantt chart | Discussed about changes to be made in Gannt chart regarding predecessors, assigning tasks. | Supun has made the necessary changes as per client’s advice |
| 1. RAD methodology template | Discussion about addition of RAD template (client approval form) in appendices section | Created a RAD client acceptance template to get approval from client for each milestone as per RAD methodology |
| 1. Next meeting date: | - | -- |

These minutes of 20/08/2020 were accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**