

## Meeting Schedule:

- First meeting with the client was conducted on 22-Oct-2019.
- Second meeting with the client was conducted on 4-Nov-2019 at 12PM.
- Telephonic meeting was held on 12-Nov-2019
- Third In person meeting was held on 25-Nov-2019 at 12PM.

## Outcome of the Meeting – 4

- Client was shown the In-progress Word Press site during this meeting.
- Client has finalized the look and layout of the site.
- Developer to adjust the Testimonial section to display only the names of the customers and not their designation in the testimonies.
- Client has provided the images from her Instagram account. Developer to edit them and use the images in the gallery section.
- Client has said she would be working from Monday to Saturday (9AM to 7PM). This detail will be updated on the website. However, she would get back to the developer if any updates.