

MEETING AGENDA

Client Meeting

LOCATION: Bulletproof Office

DATE: 15/10/18

TIME: 11:00

Agenda Items

- Give the client current handover documentation.
- Ask if any further information is needed to complete handover.
- Give client access to the hosted application.
- Do a usability study with a member of the team who has not used the product before.
- Do a final usability study with Grant.
- Ask about who has access to the code after the project has been completed.