**Date: 14 July 2018**

**Status Updates:**

1. Chantalle will get the personnas and scenarios by Sunday, and subsequently start working on the content for Monsoon website. Things to get for website content:
   1. Chantalle to remind Marvin to provide legal disclaimer for information collection
2. Wordpress
   1. Refer to image sent
3. Set up Supervisor meeting with Thivya KANDAPPU, Kis to email her asking her availability but inform her we are on internship
4. Updates to timeline due to Wordpress migration (also update this in Change Management):
   1. Refer to image sent
5. Presentation/Acceptance:
   1. Some internal pointers on what to include for presentation
6. Business process diagram:
   1. Consider including assistants in this diagram. 2 assistants for the whole salon, but not tied to any stylist. Might be difficult to map this out so KIV first