

Meeting Minutes

Location: Norbury
Date: 26th January 2017
Time: [11.00-13.00]

Attendance

Sa'ad

Sadaf

Agenda Items

1. Discuss clients needs.
2. Discuss budget.
3. Rough sketch any designs.
4. Discuss contact details.
5. Create a client brief.

Action Items

1. Come back in four weeks time and show work done so far.

Other Notes

On clients request continuously email her work carried out and any experimentations for her to check and sign off on.