

Hounslow West Evangelical Church
Multimedia Website Project (HWECEMWP)
Minutes of meeting with main stakeholders Thursday 22 March 2007

Present: Mr Gerald Yuen M.Sc, Mr David Hollands.

1. **Opening greeting:** Mr Hollands formally welcomed Mr Yuen
2. **Apologies for Absence:** Ron (the minister of HWECE)
3. **The state of affairs:** Mr Hollands produced his second graphical representation of the project a PERT chart known as PERT 1. He also used GANNT 2 to communicate current progress to plan. Mr Yuen was satisfied with what he understood to be the current status of the project.
4. **Explanation and discussion of navigational system:** Print outs of the navigation concept and the two different sub navigational systems were shown to Mr Yuen and he agreed that they should both be tested to see which is most suitable.
5. **Presentation of storyboards and final design concept:** Mr Hollands described the 'external notice board' design concept idea to Mr Yuen. He then informed Mr Hollands of the truth that that same idea or theme was actually behind the original website. Mr Yuen was impressed with the storyboards and the design evaluations and justifications given by Mr Hollands.
6. **Explanation of the evolutionary-delivery model:** Mr Yuen joked with Mr Hollands explaining that he was thinking that Mr Hollands was going to talk to him about a new perspective on the book of Genesis. Mr Hollands did not provide him with one though, but he did discuss with him the beginnings of the way in which the product would be delivered to the church. Mr Yuen questioned the use of prototypes but eventually came round to the idea.
7. **Date of next meeting:** Provisionally Thursday 12 April 2007