

Linda Griffiths | Creative Media | December 1, 2016

Client Liaison Diary

Meetings With Client and Alex Parker

Contact Log

PROJECT NAME: THE GRID

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| Name of contact | Date and time | Reason for contact | Result of contact |
| LGS | 12/12/16 | 1st meeting - To discuss initial ideas | Client was OK with my suggestions – gave me some practical ideas |
| LGS | 14/12/16 | Client Requirements | Looked at my work. |
| LGS | 15/12/16 | Client progress meeting | Finished ending |
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**Client Liaison Reports**

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| **1 Comments from meeting with Client** |
| In the first meeting that I had, I had managed to start doing some of the work. They are happy with the progress, I will do some other work to make the character and the others to make it look like my storyboard layout. The meeting was a success which Is what I like, I will see if I can do the other documents and the background before the next meeting. |

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| **2 Comments from meeting with Client** |
| From the last meeting I have got a lot of work done, I am now happy with the end as I am now going to be doing the other documents, I also talked to the client about making the evacuation as a podcast, if so I will do this in the evening. |

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| **3 Comments from meeting with Client** |
| Before this meeting I had completed the work this means that I there wasn’t one for me to have, but the client liked the approach I had given towards the work and I will now hand it in. I do have an update that I will use to complete the work completely. |