

No	Date	Topic	Follow-up Tasks
1	7th October 2016	Client Introduction and Project Proposal Brief	<ul style="list-style-type: none"> • Read up on company • Decide on research areas • Development preferences amongst team
2	28th October 2016	Research Review and Drafting of Requirements	<ul style="list-style-type: none"> • Work on feedback from research review • Expand on research from client input • Seek client approval of MoSCoW requirements
3	10th January 2017	NET-A-PORTER API run through	<ul style="list-style-type: none"> • Read up on API documentation provided • Test and implement APIs in chatbot back-end
4	22nd March 2017	Demo of Chatbot MVP	<ul style="list-style-type: none"> • Gather feedback from demo • Discuss future work areas