

# PI/Client/Partner Feedback Meetings

Typically partner meetings are bi-weekly to give feedback throughout the semester. However this can be defined as the partner/client/PI sees fit.

Note: Meetings will be charged as a "Consultation" fee, therefore we recommend that PIs/Clients/Partners be aware of these charges before scheduling constant meetings without objectives outlined.

## Meeting Structure

PI/Client Feedback Meetings are structured as:

1. Deliverables from previous meeting Goals/Objectives stated from prior meeting.
2. Lifts accomplished - Typically medium to large lifts that have been marked as completed since last meeting date.
3. Fires - Problems encountered during the development process.
4. Upcoming Objectives - Future goals that are to be worked on and set forward as assigned lifts.

## Feedback

Feedback is encouraged throughout the presentation and should be brought up by stakeholders when appropriate. For example, if there's an easier way to accomplish a lift it is the responsibility of parties knowledgeable to let it be known to stakeholders so it can be accomplished in a friendlier fashion.

If any PI/Client/Partner has feedback on the development cycle, please reach out to the SD2C director at [sd2c@cores.utah.edu](mailto:sd2c@cores.utah.edu)

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