# **Questions to Ask at a Preliminary Client Meeting**

### 1. Define purpose/vision for the site

* What is the purpose of the site?

*The purpose of the site will be to record and manage user’s recipes.*

* What are the goals of the site?

*The design should be clean and simple, managing recipes should be intuitive to the user, the site should be a place where user can depend on to store their recipes and have easy access to view them in the future.*

### 2. Develop goals for the site

* How would you define a successful Web site for your organization?

*An easy organization and storage place for a user’s recipes.*

### 3. Define audiences & goals

* Who are the users of the site?

*Users of the site are cooks, foodies, bakers, or anyone with recipes to save and those who enjoy cooking.*

* How would you describe the users?

*The users of the website are people who use recipes, but are not very organized in keeping them. They probably made a recipe they really liked, but they forgot where they found it. This is why my site will be helpful.*

* Why will they come to the site?

*They will want to come to the site to store and manage the recipes they like. They will want to have a place where they can see the most recent recipes they made, add new ones, or categorize their recipes.*

### 4. Conduct task analysis and prioritize tasks

* What will users do on the site?

*They can add a new recipe, search for recipes via API, categorize recipes by custom tags, and probably have the option to download one or multiple recipes in pdf format.*

* How often will users frequent the site?

*Users will frequent the site every time they have forgotten a recipe and want to view it.*

* What will compel users to return to the site?

*Users will be compelled to return to the site because it is a place to manage their own recipes and add new ones. They will be compelled because of the design of the site, the abilities they have to manage recipes, and because they will hopefully have recipes that they want to store in a quick and easy way.*

### 5. Discuss expectations, requirements & preferences

* What is your vision of what the site should do?

*The site should be a recipe management system. Its purpose is simple, but helpful because it is something that I personally can use.*

* Who will be the key point of contact?

*The key point of contact is the creator of site – Sangeeta Jadoonanan.*

* Are there any sites you would like to model or a particular style that you prefer?

*I admire the design and structure of soundcloud.com, and google+.*

### 6. Discuss initial technology needs

* What are your hosting needs?

*Cloud hosting, Python / Django stack.*

* Do you currently have a domain name or do you need a new one?

*I currently have a domain name, sjbitcode.com.*

### 7. Timeline and Project Plan

* When do you want your site to be up?

*I want the site to be up in about 3 or 4 weeks. I understand that the course finishes in 3 weeks, so I would aim for the most important features of the site and design to be finished by then.*

* What are the milestones you are looking forward to meet?

*Designing the functionality of the website (layout, links), integrating API and 3rd party Django apps, allowing download to pdf with Django, and finally focusing on the design of the site. I want to make sure that I have the back-end functionality working before I focus on the design.*