

Client Meeting Notes

Date: 15 January 2026

Project: Website Redesign

Next Meeting: 29 January, 11:30 AM

Website Goals

- User-friendly and easy to navigate
- Visually engaging and accessible
- Help users find information in fewer clicks
- Clearly show what the organisation does and its community impact

Key Points Discussed

- Current website is confusing, especially for events and bookings
- Users often think it is only a dance studio, not a wider charity
- Need clearer signposting for:
 - Events
 - Venues
 - Bookings
 - Charitable purpose
- Dance events are the most popular
- Important to show venue photos and real images

Website Structure (Initial Idea)

- Home
- Events (clubs, classes, music nights)
- Venues
- Booking / Enquiries
- About (charitable purpose)

Technical & Integration

- Social feed: CuratorIO
- Platform: WordPress
- Hosting: SiteGround
- Open to a chatbot to help users find information

Deliverables & Timeline

- Wireframes and design ideas
- Website mockup in ~2 months
- Project finishes in May

Communication

- Jane: Monday–Friday (marketing@artspace.uk)
- Alice: Monday, Tuesday, Thursday (leave from 2 Feb)
- Use email for communication
- Shared document and folder for collaboration

Next Steps

- Client to share website brief
- Create content checklist
- Start wireframes and mockups
- Define simple success criteria
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