

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
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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
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Website Structure (Initial Idea)

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

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