Joel Shelvi (**Project Manager)**- Present 11:45am
Min Khant (Client Liaison)- Present 11:30am
Jaime Pozo Villar (**Technical & Documentation Lead**)- Present 11:45am
Ahmed Farah- (**Research & Analysis Lead**)- Not Present
(Ahmed was planning to join remotely so sent me a message via teams beforehand regarding it, but he did not join the call even though the link was sent out via oia outlook from the client.
Wai Shing So- **(Quality and Review Lead)**- Present 11:45am
Thomas Jevtic- (Analysis Support)- Present 11:30am

Everyone was present except Ahmed Farah for the 11.45am meeting with client.

Client Details:

• **Alice newton- Charity Operations Manager**

• Manages **5 venues**, open before events and private hires and resident studio holders.

• Includes a retail department store above Broadmead office spaces.

• Various venues offer different purposes for community use.

• Helps and supports grassroots communities and artists.

Structure for our meetings:
• **30 minute meetings**
• **1-hour technical meetings**

Discussion points:

• Importance of reviewing the current website.
• **Jane (Marketing Lead)** handles updates, nothing is currently structured.
• They aim to gain full control of website
• They aim to gain full control of the website and avoid structural changes until the redesign.
• Need to finalise design before launch

Upcoming Internal Milestones:

• **15th December 2025-** Team meeting and web jam, focusing on:
• How they want to communicate throgh the website.
• Website look-and-feel ideas
• They have run a similar session previously (February).

Website points:
- Staff concerns regarding navigation and visual layout.
- No previous structured review of website functionality.
- Alice noted emails are handled 9-6 with Thursday afternoons being ideal.
- Alice works Mondays, Tuesdays, Thursdays- so best time to email her with updates regarding any meetings or documents that are to be reviewed.

Second client Meeting:

- **16th December 2025- 11AM**

Client Requirements Summary:

Website should be:
- Artistic
- Visually appealing
- Accessible

Accessibility widgets (e.g., larger print text scaling).

Business insight:

Organisation has expanded and wants the website to better **represent artists.**
They collaborate with
- Trinity
- Jamaica Street Studios
- Bath organisations
- City- wide connections including Bristol Galleries

They support grassroots venues and share suggestions via "word of mouth".

Digital Content Notes:

- They prefer **real media/images,** not AI-generated visuals.
- AI is acceptable for:
- Research
- Structuring content
- Drafting docuements/policy structures
- Avoid AI generated media for the actual website.

Previous Project Issues:

- Last year's project (venue booking app) **did not launch.**
- Need to confirm if the previous group's information can be accessed.
- Booking needs personal contact, cannot rely on an automated app alone.
- Aim to resolve some booking clarity by **December.**

Booking Process Notes:

- Four booking offices exist, each with their own email contact.
- Generic enquiries should guide users to the correct venue contact.
- This suggests the website needs a **clear pathway** to each venue's booking workflow.

Future Plans

- Host meeting with marketing manager in January.
- January session will focus on **requirements gathering**, not launching the website.