

- Jane updates events and marketing and social media everyone was present in the meeting
- The website brief she'll share it and things they need create a checklist for what information they need
- the team are willing to share the website redesign as a shared document live
- Can add to the shared folder
- No sensitive information but create consent to keep in alignment.
- This year going to loose arts mansion (currently in use and running)
- They have a lot of events like dance events 12 weekly dance classes and adhoc dance classes
- music nights and club nights and space hire for artists and dance teachers, a general charitable purpose for artistic activity on about page for creative culture in Bristol.
- They have main pages for venues.
- Issue with artspace website so many different arms to booking the events and events navigation has been improved link to head first for website explaining charitable purpose they will think island is just a dance studio not a wider charity lots to communicate on the website.
- Team of us having to look at what makes user easier to find information, sign posting and visual appealing not modern something more up to date, accessible, pictures of venue. visual signposting, key things events and one page for clubs then one page for booking enquires, venue pages and about links for about purpose
- The design at top of page is up to us for the people- open to work
- one page for google grants for promoting one page of website for course action- booking spaces she would like an idea of what that would look like
- Create a mockup of what's going to be incorporated
- Struggling to find building information and leave with information about the charitable spaces
- good for promo images for images
- Curator lo has billing issue so no update yet-
- Mockup about 2 months before final
- Headfirst booking platform list events there and they automatically sync except dance and circus information as they send to Jane everything else through this.
- Open to chatbot widget for navigating page and putting in prompts
- May for cut off date for project
- May for reflection
- Create a success criteria metric for Thomas Barnes to discuss with him before approval before emailing to artspace lifespace for project progress
- Stick to emails for Alice Newton Alice Mondays Tuesdays and Wednesdays
- Jane 5 hours Monday to Friday
- Alice leave on 2nd Feb 2026
- can pop in images use the ones in the link if want to add put in a question better to use in house images
- Feedback, mockup and success criteria