

Meeting Minutes – Diana Bonvini Website Development

Date: 07/03/2025

Time: 10:00 AM – 10:40 AM ACDT

Location: Zoom (Virtual Platform)

Meeting Type: Project Planning and Development

Attendees:

- Diana Bonvini (Client)
- Michael Gowanto
- Tony Hsieh
- Dominic Qi
- Gang Lin
- Tae Hwan Kim

Absentees:

- None

1. Call to Order:

- Meeting was called to order at 10:00 AM ACDT by Michael Gowanto.

2. Approval of Previous Minutes:

- N/A (initial project meeting)

3. Agenda Items:

○ Website Structure & Design Preferences:

- Approved proposed sitemap including Homepage, Buy Art, Writing & Proofreading Services, About, and Contact pages.
- Agreed to integrate art and writing services within a single navigation structure.
- Action Item: Diana to provide reference websites and feedback on branding and fonts by next meeting.
- Action Item: Tony to research complementary color schemes based on Diana's preferences (teal, aquamarine, violet, gold).

○ CRM Integration:

- Agreed to include MailChimp or a similar CRM system for newsletters and customer relationship management.
- Action Item: Gang to investigate CRM integration options.

○ Art E-Commerce Setup:

- Launch website initially with approximately 6 art pieces.
- Art will be uploaded in PNG format with watermarks to prevent unauthorized downloads.

- **Payment Methods:**
 - Agreed on direct bank transfers as the preferred method of payment.
 - Diana expressed openness to exploring credit card payments with fees possibly covered by customers.
 - Action Item: Dominic to investigate credit card payment solutions (e.g., Square).
- **Writing & Proofreading Services:**
 - Services include creative writing, proofreading, editing, and document refinement.
 - Pricing structure: hourly rates for larger projects, per-word rates for smaller tasks.
 - Clients will pay deposits upfront with subsequent installments upon project milestones.
 - Preferred submission format: Word documents.
- **Appointment Booking System:**
 - Agreed to implement automated appointment confirmations.
 - Appointment durations: Initial consultations at 30 minutes; follow-up sessions at 1-hour intervals.
 - Integrated with Diana's Google Calendar to avoid scheduling conflicts.
- **Social Media Integration:**
 - Instagram (DB Designs Australia) and LinkedIn profiles will be linked on the website.
 - Facebook profile will not be included due to privacy concerns.
- **Technical & Domain Preferences:**
 - Preferred domain suggestions: dianabonvini.com or similar.
 - Diana requested an easy-to-use CMS to update the site independently post-launch.
 - Action Item: Dominic and Tony to investigate domain registration costs and present options to Diana.

4. **New Business:**

- Next steps include Diana providing design references and confirming domain name preferences.
- Diana expressed comfort with technology and openness to learning CMS functionalities.

5. **Next Meeting:**

- Scheduled tentatively for Thursday at 9:15 AM ACDT pending class schedule confirmation from Paul.

6. **Adjournment:**

- Meeting was adjourned at 10:40 AM ACDT.

Minutes submitted by: Tony Hsieh – Team 123