

CONSULTATION CONFIRMATION DOCUMENT

Project: Travel Planning Business Website

Client: Tammy Craft/ My Mom

Developer/Designer: Isaac Craft

MEETING DETAILS

Date: January 28, 2026

Time: 6:30 PM - 7:45 PM

Duration: 1 hour 15 minutes

Meeting Format: Over Facetime on my computer

CONSULTATION SUMMARY

We had our first official project meeting to discuss building a website for her travel planning business. Since she doesn't currently have a professional website, we talked through what she needs to promote her services online and make it easier for potential clients to find and contact her.

KEY POINTS DISCUSSED

1. Project Approach and Timeline

We walked through how the website will be built in stages: planning, design, development, testing, and launch. She liked having a clear structure and wants to review everything before we move to the next step.

She'd like the website finished within 8-10 weeks so it's ready for the spring travel season and my semester ending when people start booking vacations. She promised to get me content and feedback quickly to keep things moving.

2. Logo

She reviewed the logo and liked it! The "T's Travel.com" design with the sun and ocean waves captures the minimalist vacation vibe she's going for.

3. Site Map

We went over the pages the website will have:

- Home page with welcome message and featured services
- About page with her background and experience
- Services page explaining what she offers
- Destinations page showing popular vacation options
- Testimonials from happy clients
- Contact form for inquiries

She asked about maybe adding a blog later to share travel tips and improve Google rankings. We agreed to add that after the initial launch.

4. Wireframes

Mom looked at the page layouts and had some good ideas:

Homepage:

- Wants big, beautiful travel photos at the top
- Her contact info and business hours should be easy to find
- Needs a clear "Request a Quote" button right away
- Would like a section explaining why people should work with her

Services Page:

- Wants to mention that she doesn't charge clients extra fees
- Should explain her booking process so people know what to expect

Contact Form:

- Fields needed: name, email, phone, how they want to be contacted, travel dates, where they want to go, budget, and number of travelers
- Form should email her directly with a notification
- Should show a message saying she'll respond within 24-48 hours

CHANGES AND REFINEMENTS REQUESTED

Design:

- Use ocean blues and sunset colors to give a vacation feeling
- Make sure everything works great on phones since many clients browse on mobile

Content:

- Mom will send me a professional photo of herself within a week
- Needs help writing descriptions that focus on benefits for clients

Features:

- Add links to her Instagram

Timeline:

- Moved the launch date to early March for spring break bookings
- We'll meet every Tuesday at 7:00 PM to check progress
- Will get feedback within 48 hours whenever I send something

5.

Next meeting: February 3 at 7:00 PM via Zoom