

Proposal and Design Meeting Agenda
Digital Media Development Project
Location: SNAP Cats

Introductions & Overview – 10 minutes

Review Project Proposal with Client – 20 minutes

A complete review of the proposal with the client to ensure all parties are on track and have agreed to common practices, methods of communication, goals and objectives.

Develop Design Outline – 25 minutes

- Review Theme Design Examples

- Review Moodboards

- List wanted design features

- Outline potential design layouts

- Decide on general design outline, to then develop mockup.

Miscellaneous – 5 minutes

Ask if anything was missed, and what design elements are needed on the new website that is not currently on the old website.

Adjourn