Draft Agenda

Digital Media Development Project

Initial Meeting

Location: SRJC

Quick Introductions & Overview – 10 minutes

Goals of the Meeting: Project Manager – 5 minutes

Overview: Client – 15 minutes

An overview of the project where the client can describe the non-profit and understand the typical visitor and start to get a general idea of what they are looking for in their project.

Questions & Answers – 30 minutes

Production and Logistics Questions – Joshua Barnard

Design Questions– Evalyn Tostado

Content Development Questions – Nicole

Miscellaneous – 5 minutes

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

Plan next meeting date(s)/location – 5 minutes

Preferred Next meeting on 2/21/18 at 1pm at the SRJC.

Adjourn