***Date / Time:*** Monday, February 25th, 2019 3:00pm

***Attendees:*** Bradley Hubbard-Nelson (Concord), Jill Appel (Concord), Ryan Kelly (MAPC)

***Goal*:** New Digital Services Manager (Ryan) taking over the project. Make introductions and gain context to previous application and implementation.

***Notes:***

**What were the challenges to using the tool at previous events?**

* Intake volume was an issue
* Choosing estimates was large effort undertaken

**What was the form entry process?**

* Paper form, feed the google sheet. Digital intake desired
* Admin data entry and scanning to capture before end of event

**How to clearly communicate estimation with $ and range?**

* Goal was not to establish a carbon baseline. Too much effort & documentation required.
* Debate on delivery of recommendations. Need to layout options for inclusion decisions.

**Were calculations based off of an average?**

* Yes, allowing changes to certain sections impact part of an overall score
* User could choose to complete only certain sections

**What are follow up processes?**

* Email was used to follow up
* User accounts in application would complicate scope
* Desire to have paper documentation or reminder follow up

**What calculations need adjustment by admin?**

* Certainly some will need adjustment including gas prices and electrical price
* Admin view of data entry was important

**What do you envision for the application?**

* One other example: <https://coolclimate.berkeley.edu/calculator>
* Need to research if that tool meets needs or in what way it falls short
* Use case in addition to fairs would be classrooms

**What architecture options exist?**

* Intake, store, display is needed. Calculator/ Estimator in the logic layer
* Will need to weight “pre-baked” options (Airtable/Typeform) vs custom application

**What is current timeline?**

* New programmer being onboarded in March. This may be a good project for him
* Currently slated in roadmap to start in March.