

Minutes of Meeting

Project Name: [Bloom Consulting full stack development]

Client Name: [Bloom Consulting]

Date: [04/8/2025]

Time: [2:30 – 3:30]

Location: [Zoom]

Attendees:

- [April Needham]
- [Zvikomborero Masike]
- [Anthony Devito]
- [Tasha Meadows]

1. Agenda

- Chord Communities user portal
- SEO
- Booking services

2. Meeting Summary

- **Introduction:**
 - Talking about Chord communities' integration and mobile view
 - Code snippet covers menu in mobile view
 - Talk about SEO checklist and how to fill in more information to set it up
- **Client's Requirements:**
 - Move the button for the user portal to a specific page/location
- **Key Discussion Points:**
 - SEO checklist completion so far
 - Setting up booking services
 - Modifying client portal
- **Decisions Made:**
 - Move the user portal between the title and the image on that page
 - One category called strategic advising
 - Support to launch & grow your business – booking service
- **Action Items:**
 - [Action Item 1: Finish the decision made by 4/10/25]
 - [Action Item 2: Send April step by step how to set up metadata for SEO]

3. Project Milestones Discussed

- [End of project coming up / notify client if anything is needed for the end of the semester]

4. Next Steps

- [Small tasks to finish and refine project]

5. Next Meeting

- **Proposed Date:** [04/22/2025]
- **Proposed Time:** [2:30-3:30]
- **Location:** [Zoom]

Meeting Notes Prepared By: [Tasha Meadows]

Date: [04/08/2025]