Minutes of Meeting

Project Name: [Bloom Consulting full stack development]
Client Name: [Bloom Consulting]
Date: [02/25/2025]
Time: [2:30 – 3:30]
Location: [Zoom]
Attendees:

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

1. Agenda

- Go over presentation to discuss wix bookings and wix pricing plan
- Big emphasis on waitlist for a session

2. Meeting Summary

- **Introduction:**
    - Go over action items from last meeting
- **Client's Requirements:**
    - 15 people until waitlist or 10 of each per plan – 2 plans
    - QR code to page of website thats not linked to website unless u scan QR code or have link
    - **Key Discussion Points:**
        - Worked together to set up We collective cohort booking plan
        - Talked about tracking leads in the sale cycle
        - Lead cycle is from potential customer (sending them emails to turn them into a customer/client)
        - Marketing automations for tracking leads / gaining more clients
- **Decisions Made:**
    - Hid page so that its only accessible from a link
    - Hide booking on another page and have a button on the contact form page
    - Embed tidycal booking within automated email
- **Action Items:**
- [Action Item 1: make a new page for booking tidycal]

3. Project Milestones Discussed

- [By next meeting: complete action items]

4. **Next Steps**

- [Finalize website and all booking/automation integrations]

5. **Next Meeting**

- **Proposed Date:** [03/18/2025]
- **Proposed Time:** [2:30-3:30]
- **Location:** [Zoom]

Meeting Notes Prepared By: [Tasha Meadows]
Date: [02/25/2025]