

Minutes of Meeting

Project Name: [Bloom Consulting full stack development]

Client Name: [Bloom Consulting]

Date: [11/21/2024]

Time: [12:30 – 1:25]

Location: [Zoom]

Attendees:

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

1. Agenda

- Discuss future meetings and requirements
- Gain feedback on current website

2. Meeting Summary

- **Introduction:**
 - We showed our client the current website implementation to gain feedback
- **Client's Requirements:**
 - Our client requested the basic / most important website features to be implemented by December 6th
 - Have a live website for the end of the semester
 - Wants a website that looks professional
- **Key Discussion Points:**
 - [Small changes to the website to make it more visually appealing]
 - [Home page changes]
 - [Instead of a blank welcome section in the home page, our client wanted a muted image or video to add depth]
- **Decisions Made:**
 - [Keeping the logo in the top header on the left side instead of just on the home page]
 - [During the meeting we changed the home page to include a video to welcome any potential clients]
 - [Change 'Other' on contact page to 'General Inquiry']
 - [We were given testimonials from our client, and we decided to add snippets and not the entire text]
 - [Link service pages to contact page at the bottom with the call-to-action banner]
- **Action Items:**

- [Action Item 1: Figure out what time works for our client prototype demo for the first week of December]

3. Project Milestones Discussed

- [Fall semester website demo to be delivered by 12/6/2024]

4. Next Steps

- [Schedule next meeting for client prototype demo]

5. Next Meeting

- **Proposed Date:** [12/5/2024]
- **Proposed Time:** [12:30-1:00]
- **Location:** [Zoom]

Meeting Notes Prepared By: [Tasha Meadows]

Date: [11/21/2024]