

Minutes of Meeting

Project Name: [Bloom Consulting full stack development]

Client Name: [Bloom Consulting]

Date: [11/7/2024]

Time: [11:30 – 12:00]

Location: [Zoom]

Attendees:

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

1. Agenda

- Show client features implemented on Wix website
- Gain feedback on current website
- Discuss timeline and meeting dates moving forward

2. Meeting Summary

- **Introduction:**
 - We showed our client the current website design and discussed what information we needed from them.
- **Client's Requirements:**
 - Our client requested the basic / most important website features to be implemented by December 6th
- **Key Discussion Points:**
 - [Timeline moving forward]
 - [Information needed from client to refine contact form and service page.]
- **Decisions Made:**
 - [We plan to meet every week instead of every other week.]
- **Action Items:**
 - [Action Item 1: Get feedback and information for the website from our client by 11/11/2024]

3. Project Milestones Discussed

- [Website demo to be delivered by 12/6/2024]

4. Next Steps

- [Schedule next meeting for refining website features]

5. Next Meeting

- **Proposed Date:** [11/14/2024]
- **Proposed Time:** [11:00-11:30]
- **Location:** [Zoom]

Meeting Notes Prepared By: [Tasha Meadows]

Date: [11/7/2024]