

## Minutes of Meeting

**Project Name:** [Bloom Consulting full stack development]

**Client Name:** [Bloom Consulting]

**Date:** [10/24/2024]

**Time:** [11:30 – 12:00]

**Location:** [Zoom]

**Attendees:**

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

### 1. Agenda

- Show most recent design mockups.
- Gain feedback on design and progress.
- Discuss timeline.
- Discuss implementing features on Wix.

### 2. Meeting Summary

- **Introduction:**
  - We created a PowerPoint to present to our client, [bloom consulting 10-10-24.pptx](#)
  - We began by going over the what the client suggested in our previous meeting
- **Client's Requirements:**
  - Our client emphasized wanting a clean and modern look to the website
- **Key Discussion Points:**
  - [Starting with Wix by adding team members as collaborators.]
  - [Examples of more websites were shown to gather a better understanding of what the client wanted]
- **Decisions Made:**
  - [Website development would begin within the next week.]
- **Action Items:**
  - [Action Item 1: Gain access to the Wix website and start creating pages 10/30/2024]

### 3. Project Milestones Discussed

- [Contact form initial prototype to be delivered by 11/7/2024]
- [Initial view of home page to be delivered by 11/7/2024]

#### **4. Next Steps**

- [Schedule next meeting for showing of website demonstration.]

#### **5. Next Meeting**

- **Date:** [11/7/2024]
- **Time:** [11:30-12:05]
- **Location:** [Zoom]

**Meeting Notes Prepared By:** [Tasha Meadows]

**Date:** [10/24/2024]