

Minutes of Meeting

Project Name: [Bloom Consulting full stack development]

Client Name: [Bloom Consulting]

Date: [01/14/2025]

Time: [3:00 – 3:45]

Location: [Zoom]

Attendees:

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

1. Agenda

- Discuss future meetings and requirements
- Gain feedback on live website trial

2. Meeting Summary

- **Introduction:**
 - We went over the current website for Bloom Collective and discussed functionality.
- **Client's Requirements:**
 - Our client mentioned automations of the following:
 - Email marketing/ campaigns
 - Sending event notifications / other communication notifications to clients or those who RSVPed
 - Scheduling
 - AI assistant for responding to emails
 - She currently uses sticky notes for her to do list however she requested us to look into Asana
 - Questionnaire for communities or clients to fill out and then puts information into a database to determine what they would need for their business or community.
 - Similar to a decision tree
 - The database would include a library that has a corresponding form for each branch path
 - Have AI do web scraping for this
- **Key Discussion Points:**

- Automation of tasks outside of the website
 - **Decisions Made:**
 - Top priority would be automating administrative tasks
 - Research on Automating Marketing
 - Emails
 - LinkedIn
 - To promote events and services
 - Automating email
 - She will get back to us through email on what she would want to be automated
 - **Action Items:**
 - [Action Item 1: Look into ways AI can assist her with her work]
- ### 3. Project Milestones Discussed
- [Work with our client to figure out what we can do to make her tasks easier and less time consuming]
- ### 4. Next Steps
- [Research and come up with ideas that would lessen the workload of our client]
- ### 5. Next Meeting
- **Proposed Date:** [01/28/2025]
 - **Proposed Time:** [2:30-3:30]
 - **Location:** [Zoom]

Meeting Notes Prepared By: [Tasha Meadows]

Date: [01/14/2025]