

## Minutes of Meeting

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

**Client Name:** [Bloom Consulting]

**Date:** [03/25/2025]

**Time:** [2:30 – 3:30]

**Location:** [Zoom]

**Attendees:**

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

### 1. Agenda

- Explaining and
- Figuring out keywords and info for SEO
- Finishing up the semester/project

### 2. Meeting Summary

- **Introduction:**
  - Presenting our findings about booking
  - Presenting our findings about SEO
- **Client's Requirements:**
  - Wants to gain more traction / more visitors on her website
- **Key Discussion Points:**
  - Setting up SEO would help people find her website online
  - Optimizing Wix analytics could help refine some pages to up engagement
- **Decisions Made:**
  - Set up SEO
  - Fix booking services
- **Action Items:**
  - [Action Item 1: Have some of the SEO checklist filled out by next meeting]

### 3. Project Milestones Discussed

- [We are in the late stages of our project, there is not much to do left or much that has been requested to be done.]

### 4. Next Steps

- Setting up the Booking Services

- Setting up the SEO

## 5. Next Meeting

- **Proposed Date:** [04/08/2025]
- **Proposed Time:** [2:30-3:30]
- **Location:** [Zoom]

**Meeting Notes Prepared By:** Zvikomborero Masike

**Date:** [03/25/2025]

Additional notes:

Trying to set up booking for We Collective and finish the booking before next week (She plans on opening up the new cohorts ).

- The same pricing as the pricing plan options.
- Shut down prices after a certain amount of people.

Wix Analytics

- Went over each category Wix analytics has to offer
- (Part of teaching our client how to use the system)

What's the name of this business or brand?

Where does this business serve its customers?

In person address: 2818 North Sullivan Road, Spokane Valley, WA, USA

Which keywords do you want to use in this site's checklist?