

## Minutes of Meeting

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

**Client Name:** [Bloom Consulting]

**Date:** [12/09/2024]

**Time:** [11:30 – 12:05]

**Location:** [Zoom]

**Attendees:**

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

### 1. Agenda

- At the first meeting, we wanted to focus on understanding the requirements and needs of our client.

### 2. Meeting Summary

- **Introduction:**
  - We created a PowerPoint to present to our client, [Bloom Consulting.pptx](#)
  - We began by introducing our understanding of the project to make sure we were on the same page as our client.
  - We then gave our suggestions and recommendations on what we thought would be best for the client's needs.
- **Client's Requirements:**
  - Our client wanted an easy, user-friendly way to create a website to gain an online presence.
- **Key Discussion Points:**
  - [What website builder we would use]
  - [Analytics tracker recommendations]
  - [Our concerns on the project]
- **Decisions Made:**
  - [We decided to go ahead and use Wix to build the website]
- **Action Items:**
  - [Action Item 1: Do more research on project requirements – Due by 26/09/2024]

### 3. Project Milestones Discussed

- [Initial website design mockup to be delivered by 26/09/2024]

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

- [Schedule next meeting for review of first designs]

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

- **Date:** [26/09/2024]
- **Time:** [11:30-12:05]
- **Location:** [Zoom]

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

**Date:** [12/09/2024]