

## Minutes of Meeting

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

**Client Name:** [Bloom Consulting]

**Date:** [11/14/2024]

**Time:** [12:30 – 1:00]

**Location:** [Zoom]

**Attendees:**

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

### 1. Agenda

- Show client current Wix website design
- Gain feedback on current website

### 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:**
  - [Continue on design to make the website more visually appealing]
  - [Get images from team members and client to put on website]
- **Decisions Made:**
  - [We plan to make small iterations until we all agree the website is ready to be published]
- **Action Items:**
  - [Action Item 1: Get feedback and information for the website from our client by 11/21/2024]

### 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:** [11/21/2024]
- **Proposed Time:** [12:30-1:00]
- **Location:** [Zoom]

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

**Date:** [11/14/2024]