

## Minutes of Meeting

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

**Client Name:** [Bloom Consulting]

**Date:** [26/09/2024]

**Time:** [11:30 – 12:05]

**Location:** [Zoom]

**Attendees:**

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

### 1. Agenda

- Design mockups, design recommendations and requests, timeline discussion, feedback on mockups.

### 2. Meeting Summary

- **Introduction:**
  - We created a PowerPoint to present to our client, [Presentation 1.pptx](#)
  - This meeting was mainly a discussion on the front-end design aspect of the project. We presented design mockups to the client to figure out what she liked and disliked.
  - We also discussed a timeline for our project.
- **Client's Requirements:**
  - Our client wants to implement a database to store client information.
  - Our client wants different pages for services, contact, and team information on her website.
  - Our client requested that we include specific pages but keep them hidden until she is ready to use them, for example social media buttons in the footer.
- **Key Discussion Points:**
  - [Prototype design feedback from the client]
  - [Website development timeline proposal]
  - [Website technical components]
- **Decisions Made:**
  - [The use of images not graphics on the website]
  - [Client recommendations for design mockups]
- **Action Items:**

- [Action Item 1: New mockups with client's recommended colors – Due by 10/10/2024]

### **3. Project Milestones Discussed**

- [Initial website prototype to be delivered by 24/10/2024]

### **4. Next Steps**

- [Schedule next meeting for review of updated designs]
- [Finalize implementation details in the next meeting]

### **5. Next Meeting**

- **Date:** [10/10/2024]
- **Time:** [10:00-11:00]
- **Location:** [Zoom]

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

**Date:** [26/09/2024]