Minutes of Client Meetings

Project Name: ACME8-GCISL-FullStackApp

Client Name: WSU Granger Cobb Institute for Senior Living (GCISL)

Date: 10/14/2024

Time: 03:00 PM - 03:30 PM

Location: Online Zoom Meeting

Attendees:

- Client Representatives
  - Cory Bolkan
- Project Team Members
  - Teni Olugboyega
  - Justin Keanini
  - Naomi Dion-Gokan

1. Agenda

- Showing the client the progress we made
- Receive and record feedback to be implemented

2. Meeting Summary

- **Introduction:**
- We showcased the current site and progress
- Went over a few minor details to be changed, and what images and text we need on their end to be implemented/

- **Client's Requirements:**
- Landing page needs to be more WSU oriented.
- Research on 'Get Involved' will connect to WSU research opportunities
- Implement news feed (maybe)
- Minor details: needs to be 'gci' not capitalized

- **Key Discussion Points:**
- Check in with professor to see if this project will satisfy the requirements (as there is no need for Login)

- Ask Darcie about previous versions (links for research projects - Raven added them)
- Brainstorm other ideas instead of Login as it is not needed
- **Decisions Made:**
- Remove Login and Registration, as the only information they needed was the contact us
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- **Action Items:**
- Action 1: Share a google doc with the Clients so that we can transfer images and text easier, while providing what needs to be given for our site.
- Action 2: Contact professor about requirements and relay it to Darcie next meeting to get her thoughts on the matter.

3. Project Milestones Discussed

- Fix minor details by 10/21/2024
- Requirements specified (since login feature is removed) 10/21/2024

4. Next Steps

- Schedule next meeting for review of updated designs
- Continue refinement of project features and discuss technical solutions for upcoming challenges.

5. Next Meeting

- Date: 10/21/2024
- Time: 03:00 PM - 03:30 PM
- Location: Online Zoom Meeting

Meeting Notes Prepared By: Justin Keanini

Date: 10/14/2024