Minutes of Client Meetings

Project Name: ACME8-GCISL-FullStackApp

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

Date: 01/27/2025

Time: 11:00 AM - 11:30 AM

Location: Online Zoom Meeting

Attendees:

- Client Representatives
  - Cory Bolkan
- Project Team Members
  - Naomi Dion-Gokan

1. Agenda

- Showed the client the progress we made
- Received and record feedback to be implemented
- Discussed future improvements and refinements

2. Meeting Summary

- **Introduction:**
- We showcased the current site and progress
- We discussed the database work related to the login and sign up for the admin and volunteer pages

- **Client's Requirements:**

  Contact Us Page Enhancement:
  - Add a drop-down option for users to specify the reason for contacting us (e.g., Research, Education, Contribution).
  - Ensure that users selecting these options are redirected to the relevant pages for context before sending a message.

  About Us Page Adjustments:
  - Maintain existing information about Research, Education, and Contribution.

- Instead of a direct contact button, redirect users to the **Contact Us** page with the appropriate subject pre-selected.
- **Education & Outreach:** No need for a "Learn More" button; inquiries should be handled via messages.
- **Research Section:** Add a "Learn More" option to display past research work. The client will provide additional content for this later.

- **Key Discussion Points:**
- Refining the **Contact Us** flow to make inquiries more structured.
- Ensuring users are redirected appropriately based on the nature of their inquiry.
- Awaiting additional research content from the client for the Research page.

- **Decisions Made:**
- Implement a subject-based dropdown in the **Contact Us** form.
- Adjust the **About Us** page to streamline navigation and improve user experience.
- Keep the Education & Outreach sections simple while allowing users to reach out via the **Contact Us** page.
- Display more research-related content on the **Research** page once provided by the client.

- **Action Items:**
- **Action 1:** Modify the **Contact Us** page to include a dropdown with the subject options (Research, Education, Contribution).
- **Action 2:** Update the **About Us** page to redirect users to the **Contact Us** form based on their interest.
- **Action 3:** Implement a **Learn More** section on the **Research** page, pending content from the client.

3. Project Milestones Discussed

- Fix Vercel issues connection with MongoDb by 11/04/2024
- Requirements specified (related to what would happen in the Admin and volunteer dashboards) 11/04/2024

4. Next Steps

- Update the **Contact Us** and **About Us** pages as per feedback.

- Finalize the **Research** page structure and wait for additional details from the client.
- Continue refining project features and resolving any remaining tasks.

5. Next Meeting

- Date: 02/10//2025
- Time: 11:00 AM - 11:30 AM
- Location: Online Zoom Meeting

Meeting Notes Prepared By: Naomi Dion-Gokan

Date: 01/27//2025