

Minutes of Client Meetings

Project Name: ACME8-GCISL-FullStackApp

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

Date: 03/24/2025

Time: 12:00 PM - 12:30 PM

Location: Online Zoom Meeting

Attendees:

- Client Representatives
 - Darcie Bagott
- Project Team Members
 - Naomi Dion-Gokan

1. Agenda

- Confirm implementation completion
- Discuss deployment strategy
- Review final feedback

2. Meeting Summary

- **Introduction:**

We confirmed that all project features and pages have been fully implemented. We also reviewed the current deployment status and discussed the client's preferences for hosting the final product.

- **Client's Requirements:**

A) Hosting Options:

- GoDaddy is no longer a viable option due to uncertainty about supporting GitHub integration and deployment workflows.
- The client prefers to have the final application hosted on the WSU GCISL organization's school website rather than a third-party platform like Vercel.

- Clarification about the fact that the project team does not have access to or information about the school's internal hosting process. Darcie agreed to follow up with her internal team for guidance.
- In the meantime, Darcie can use the Vercel deployment link to access and test all visitor-facing pages.

B) Site Design Feedback:

- Header Logo Placement: Move "gciConnect!" to the top-left corner of the header.-
- Footer Logo Placement: Move the GCISL logo to the center of the footer at the bottom of all pages.

● Key Discussion Points:

- Confirmation that implementation is complete and ready for review
- Temporary use of Vercel for public testing
- Future deployment on the WSU GCISL website (pending internal coordination)
- Final styling adjustments for header and footer logos

● Decisions Made:

- Use Vercel link temporarily for testing purposes
- Explore future hosting through WSU's internal systems
- Update header and footer based on new logo placement feedback

● Action Items:

- Team Members:
 - Move "gciConnect!" to the top-left of the header
 - Center the GCISL logo in the footer of each page
- Darcie:
 - Contact WSU internal team regarding hosting options and provide follow-up information

3. Project Milestones Discussed

- Project Implementation: Confirmed completion of all required features

- Hosting: Re-evaluate hosting plan and transition away from GoDaddy
- Final UI Tweaks: Apply last design adjustments for visual layout

4. Next Steps

- Implement header and footer design updates
- Wait for client follow-up regarding school site hosting
- Continue testing using the live Vercel link

5. Next Meeting

- Date: 04/06//2025
- Time: 12:00 PM - 12:30 PM
- Location: Online Zoom Meeting

Meeting Notes Prepared By: Naomi Dion-Gokan

Date: 03/24//2025