

# Minutes of Client Meetings

**Project Name:** ACME8-GCISL-FullStackApp

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

**Date:** 04/07/2025

**Time:** 12:00 PM - 12:30 PM

**Location:** Online Zoom Meeting

## Attendees:

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

## 1. Agenda

- Review current deployment status
- Discuss final feedback and testing process
- Confirm next steps before final presentation

## 2. Meeting Summary

- **Introduction:**

The project team presented the current state of the application, highlighting all implemented features and updates. This included showcasing the frontend, updates to the research and involvement pages, and UI improvements such as the logo and footer modifications.

- **Client's Requirements:**

- A) Deployment & Access:**

- The team confirmed that the application is currently hosted on **Vercel**, which will continue to be used for the time being.
- The application link was shared with the client to allow external testing and review by additional stakeholders.

#### **B) Feedback & Adjustments:**

- Clients suggested a title change on the Research page for clarity.
- Everything else in the application was approved, with no further content changes requested.
- The client will share the app link with others to gather additional feedback.
- The team also decided internally to reduce the footer height slightly for better visual balance.

#### ● **Key Discussion Points:**

- Complete walkthrough and demonstration of the final application
- Confirmation of continued use of Vercel for hosting
- Minor title change request on the Research page
- Agreement to reduce footer size
- Client will distribute the app for broader testing and final feedback

#### ● **Decisions Made:**

- Finalize and continue hosting the app on Vercel
- Adjust the Research page title as suggested
- Slightly reduce the footer size for better visual balance
- Accept the current version of the application as complete, pending external feedback

#### ● **Action Items:**

- Team Members:
  - Update the Research page title
  - Implement a reduction in footer height
- Client:
  - Share the Vercel link with other stakeholders for review and feedback

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

- Full application implementation and UI polishing completed
- Research and Get Involved pages finalized
- Logo and footer placement finalized
- Hosting confirmed via Vercel
- Final round of stakeholder testing initiated

#### **4. Next Steps**

- Complete the Research page title adjustment
- Apply final footer styling change
- Wait for additional stakeholder feedback via shared link
- Prepare for the final project presentation in the upcoming meeting

#### **5. Next Meeting**

- Date: 04/21//2025
- Time: 12:00 PM - 12:30 PM
- Location: Online Zoom Meeting

**Meeting Notes Prepared By:** Naomi Dion-Gokan

Date: 04/07//2025