

Maintaining Minutes of Client Meetings

Please ensure that all MoMs (Minutes of Meeting) are stored in your project repository for future reference.

Minutes of Meeting

Project Name: ACME8-GCISL-FullStackApp

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

Date: 09/16/2024

Time: 03:00 PM - 03:30 PM

Location: Online Zoom Meeting

Attendees:

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

1. Agenda

- Because it was the first meeting, we plan to get to know the organization vision, mission statement and meet the clients
- Discuss with the clients about what they need and want for the project

2. Meeting Summary

- **Introduction:**
 - The client introduced herself and the team members too introduced themselves
 - We learned about the organization and what they do for work
- **Client's Requirements:**
 - The client wants an effective system that allows the administrators to have a lot of control over the information retrieved from the site

- The client asked us to think about possible ideas to enhance the site and share those ideas at the next meeting

- **Key Discussion Points:**

- The representative told us about the problems that their existing system are facing
- The client shared possible sites ideas, as visual representations

- **Decisions Made:**

- Agreed to wait until our next meeting to learn more about the requirements from the main client supervisor

- Agreed to enhance the website as well as the data sharing process

- **Action Items:**

- Prepare implementation and enhancement ideas for our next meeting – Due by 09/30/2024

3. Project Milestones Discussed

- Figure out how we deploy the website and help them use the system as soon as possible

4. Next Steps

- Ask the main (absent) client supervisor to send the existing code file
- When we receive the code, run the code and test the existing system

5. Next Meeting

- Date: 09/30/2024
- Time: 03:00 PM - 03:30 PM
- Location: Online Zoom Meeting

Meeting Notes Prepared By: Naomi Dion-Gokan

Date: 09/16/2024