

# Minutes of Client Meetings

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

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

**Date:** 09/30/2024

**Time:** 03:00 PM - 03:40 PM

**Location:** Online Zoom Meeting

## Attendees:

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

## 1. Agenda

- Discussing specifics of the requirements
- Clearing up ambiguity in project goals and deliverables
- Showing client where the last team left off

## 2. Meeting Summary

- **Introduction:**
  - First went over where the project was left off at by previous team
  - Received feedback and what they were looking for
- **Client's Requirements:**
  - Client wants the ability to export volunteer contact information to an Excel file.
  - Encouraged the team to take creative control and implement improvements as needed.
- **Key Discussion Points:**
  - Functional Aspects: Clarification on the functionality of exporting data.

- Creativity Encouraged: Client invited the project team to suggest improvements or new features based on their observations.
- Technical Feasibility: Brief discussion on the technologies to be used, including potential challenges with Excel export.

- **Decisions Made:**

- Agreement to implement an Excel export feature for volunteer information.
- Creative freedom granted to the team to identify and improve other website functionalities.

- **Action Items:**

- Action 1: Team to implement the Excel export feature for volunteer data by
- Action 2: Team to explore other potential site improvements and report findings and get the ok in the next meeting.

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

- Prototype version 1 to be delivered by 10/14/2024
- User testing phase to be completed by 10/14/2024

### **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: 10/14/2024
- Time: 03:00 PM - 03:30 PM
- Location: Online Zoom Meeting

**Meeting Notes Prepared By:** Justin Keanini

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