

# Minutes of Client Meetings

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

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

**Date:** 01/27/2025

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

**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:** For "Learn More" option, 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 to the Learn More section.

- **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.

### 3. Project Milestones Discussed

- Implement the **Contact Us** page enhancements, including the dropdown for selecting the reason for contact by 02/10//2025
- Update the **About Us** page to redirect users appropriately based on their inquiry topic by 02/10//2025

### 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: 12:00 PM - 12:30 PM
- Location: Online Zoom Meeting

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

Date: 01/27//2025