

# Minutes of Client Meetings

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

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

**Date:** 02/10/2025

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

**Location:** Online Zoom Meeting

## Attendees:

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

## 1. Agenda

- Reviewed proposed updates for the Get Involved and Research pages.
- Discussed mobile compatibility and feedback form improvements.
- Explored potential hosting options for the site.

## 2. Meeting Summary

- **Introduction:**
  - We discussed improvements for the Get Involved and Research pages.
  - Addressed mobile responsiveness and feedback form optimization.
  - Talked about hosting options and budget.

- **Client's Requirements:**

- A) Get Involved Page:**

- Images: Decide between real images or animated images for consistency.
    - Content Alignment: Use the “justified” alignment option for all content boxes to ensure clean and even formatting.

- Research Link: Remove the current hyperlink and replace it with a “Click here” button directing users to the Research page.
- Introductory Text: Replace the current introduction with: *“Welcome, get involved in various impactful ways.”*

**B) Research Page:** Content Addition: Include information on current active WSU research projects: *Ages, Psych, Gather*.

**C) Mobile Compatibility:** Ensure the entire application functions smoothly on mobile devices.

**D) Feedback Form:**

- Completion Time: Limit the form completion time to 5 minutes (maximum 10 minutes).
- Question Format: Create a form with 10 questions using various formats: Dropdowns, Multiple-choice questions, True or false statements, Sliding scales

**E) Hosting Options:**

- Consider GoDaddy for hosting, as it is preferred by the client’s usual developers.
- The client confirmed they are willing to pay for hosting fees.

● **Key Discussion Points:**

- Maintaining consistent visual style on the Get Involved page.
- Improving user experience through better content alignment and simplified navigation.
- Adding up-to-date research information to the Research page.
- Optimizing the feedback form for efficiency and usability.
- Ensuring mobile compatibility.
- Selecting a suitable hosting provider with a budget confirmed by the client.

● **Decisions Made:**

- Use “justified” alignment for Get Involved page content.
- Replace the Research page hyperlink with a “Click here” button.
- Add WSU research information to the Research page.
- Limit feedback form completion time to 5 minutes with 10 structured questions.
- Test mobile functionality across devices.
- Proceed with GoDaddy for hosting, with the client covering the cost.

- **Action Items:**

- **Get Involved Page:** Justify content alignment, update intro text, and replace research hyperlink with “Click here” button.
- **Images:** Decide between real or animated for consistency.
- **Research Page:** Add WSU research details (Ages, Psych, Gather).
- **Mobile Compatibility:** Test and fix mobile functionality.
- **Feedback Form:** Create 10-question form with dropdowns, multiple-choice, true/false, and sliding scales (5-10 min completion).
- **Hosting:** Proceed with GoDaddy upon client confirmation.

### 3. Project Milestones Discussed

- **Get Involved Page Updates:** Implement content alignment, image consistency, and navigation improvements
- **Research Page:** Add WSU research content
- **Mobile Compatibility:** Complete mobile testing and adjustments
- **Feedback Form:** Develop and test the new feedback form
- **Hosting:** Finalize hosting setup with GoDaddy

### 4. Next Steps

- Update the Get Involved page with new alignment, images, and simplified introduction.
- Add current WSU research details to the Research page.
- Test and ensure mobile compatibility across all pages.
- Develop the 10-question feedback form with dropdowns, multiple-choice, true/false, and sliding scales.
- Initiate hosting setup with GoDaddy, confirmed by the client’s budget.

### 5. Next Meeting

- Date: 02/24//2025
- Time: 12:00 PM - 12:30 PM
- Location: Online Zoom Meeting

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

Date: 02/10//2025