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Professor Andrew Fellows

INST490 (0110)

March 14, 2025

Sprint 2: Internal Client Meeting Notes

Meeting Notes:

Jotform not notifying went a permit has been submitted

Is jotform the best platform?

Want to submit payment online along with PDF submission

Webmaster: GuruGirl

Link the jotform and payment

Flow: Add number (like tracking) and email city clerk to complete the PDF submission

Money Order, Check currently only the forms of payment want online forms aswell

Social Media Aspect:

Graphics for Mayor and Council meetings

June 21st - 101 years north brentwood day concept

Priority:

- Jotform

- Seal Revised or new concept

- Social Media Graphics/Concepts

Meeting every 3 weeks preferred time 9:30AM

First Status and progress check 3/24

Second Feedback 4/14

Third Final presentation 5/5