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Professor Andrew Fellows

INST490 (0110)

April 28, 2025

Sprint 5: Client Meeting - Summary & Survey

Attendees: Daniel Lee and Cris Ortiz-Romero

Summary of Meeting:

<https://docs.google.com/forms/d/1j7otLJIKKfTgoZ-MfIL-jRa5D95AQGvg9SYGHsSgLT/edit>

The first meeting's focus was the review of the proposed drafts for the North Brentwood Town Seal. It was noted that all drafts should adjust the lettering by adding space between "NORTH" and "BRENTWOOD" to improve readability. For the first two drafts, the team recommended reducing the number of print lines, as the seal's quality will be similar to that of a coin, and advised against using overly large buildings, as North Brentwood is a small town. It was emphasized the need to reduce city imagery.

The meeting then transitioned to an update on the Jotform project. It was reported that the process of matching scanned PDFs to Jotform fields has been successfully completed. The system has been configured to send email notifications to the Town Clerk whenever a resident submits a form. However, the team was unable to fully test the system, as they do not have access to the Town Clerk's email inbox. Cris informed the team that the town has chosen Square as its payment platform, but the application for an account is still pending. Due to the semester's end and the absence of an active payment account, the team will not be able to implement the

payment integration with Jotform at this time. It was suggested that the integration of payment functionality should become the primary focus for next semester's project. In preparation, documentation will be drafted to assist the next group of INST490 students to continue the project.