

Deborah Alain, Marco Asad, Daniel Lee, and Tommy Rose

Professor Andrew Fellows

INST490 (0110)

April 4, 2025

Sprint 3: Client Meeting - Summary & Survey

Attendees: Deborah Alain, Daniel Lee, Mayor Petrella Robinson, and Cris Ortiz-Romero

Summary of meeting: On April 4, the project team met with the client regarding the Town of North Brentwood project. The discussion first focused on the town seal, where the client expressed a desire for a design with a more culturally appreciative aesthetic, featuring the colors black, yellow, red, and green. They emphasized the importance of incorporating a prominent symbol of Black history at the center of the seal, while also including elements such as a river or stream to reference local geography, trees or greenery to represent growth, and railroad tracks to honor the town's historical connection to early transportation. The client explained that AI generated designs were not to be used, preferring a custom design with the flexibility to adjust colors as needed. The team then provided updates on the Jotform component of the project, explaining the different payment options available and highlighting their respective advantages and disadvantages. The client had already been considering Square as a potential payment processor. Progress updates were shared, along with future plans, and the team confirmed that upon completion of payments and applications, confirmation emails should be sent to the city clerk email address. The client agreed to inform the team once a payment processor is selected, which will allow for full integration into Jotform. A live demo was requested, and the team

recommended doing this after the payment processor decision to ensure smooth functionality.

Finally, the team clarified that Jotform can be used at no cost as long as the town limits itself to five forms.

Please take some time to complete this [form](#) to give feedback on our team and the progress we have made.