

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

Professor Andrew Fellows

INST490 (0110)

April 14, 2025

Sprint 4: Internal Client Meeting Notes

Town Seal Drafts:

- Presented 5 drafts to client
- Get feedback on drafts
- Ask which drafts client likes best
- Implement tweaks to drafts
- Prepare drafts for final

Jotform:

- Implement chosen payment platform by client
- Finalize scanned PDF to digital transformation errors
- Show example of how it works to end user for final meeting
- Show how it emails clerk when someone submits completed PDF
- Setup/Find way to send payment confirmation along with completed PDF

Social Media Town/Council Meeting:

- Ask how they would like graphics for social media
- Show drafts
- Document how to change date/time for future (handing off project)