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Professor Andrew Fellows

INST490 (0110)

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Sprint 2: Client Meeting - Summary & Survey

Dear Cris Ortiz,

Thank you for meeting with us to discuss the project needs. We appreciate your time and look forward to collaborating on these updates. Below is a summary of our discussion to ensure alignment on key points and next steps:

Meeting attendees: Cris Ortiz, Petrella Robinson, Deborah Alain, Marco Asad, Daniel Lee, and Tommy Rose

Summary: During our discussion, we went over several key project needs. You need fixes to your current JotForm to ensure it functions properly. Additionally, you want a payment form integrated within the JotForm to facilitate seamless transactions. You also requested a redesigned town seal. Lastly, you are looking for custom graphic posters for social media promotion to enhance outreach and engagement.

Action items:

Project team items:

- Investigate and resolve existing issues with the JotForm
- Determine the best approach for integrating a payment form into the JotForm
- Begin initial design concepts for the new town seal and provide drafts for client review
- Develop creative concepts for the social media graphic posters based on branding and client preferences

Client items:

- Provide any specific requirements, branding guidelines, or design references for the town seal
- Share details or preferred styles for the social media graphic posters
- Confirm any specific functionality requirements for the payment form integration

Survey link:

We'd love to hear your feedback! Please take a moment to complete our Project Team Feedback Survey at the link below. Your insights are greatly appreciated!

<https://docs.google.com/forms/d/1j7otLJIKKfTgoZ-MfIL-jRa5D95AQGvg9SYGHaSgLT/edit>
[Links to an external site.](#)