

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

Professor Andrew Fellows

INST490 (0110)

April 14, 2025

#### Sprint 4: Client Meeting - Summary & Survey

**Attendees:** Deborah Alain, Marco Asad, Daniel Lee, Tommy Rose, Mayor Petrella Robinson, and Cris Ortiz-Romero

**Summary of Meeting:** On April 21, our project team met with Mayor Petrella Robinson, and Cris Ortiz-Romero to discuss the five Town Seal drafts created with the input from the last meeting. We incorporated the feedback received and wanted input on other suggestions which will be implemented into the final design. We're almost complete with the Jotform PDFs as we ensure the scanned PDFs are correctly digitized into Jotform without errors or inconsistencies. We will prepare a demonstration of how the end user will interact with the Jotform and how receiving it will look like. Setting up email confirmations of payment with the completed PDFs will be looked into. Regarding the Town/Council meeting graphics, we will create drafts. Documenting how to change dates and times for future use and hand off the project. The instructional team has asked us to send clients the survey below on feedback of our professionalism and performance. Thank you for your time.

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