06/02/19 – Meeting Minutes

Decided to use Steph’s End Game Solutions logo as a favicon for the web version of the application. The clipboard from the middle is to be cut out and utilised as the favicon with a shortened app name (FF) displayed in white.

Favicon to be developed by Steph, 07/02/19. To be reviewed upon upload and edited 08/02/19 to incorporate any discussed changes.

Discussed with the client using the favicon (Steph’s Logo). The client agreed with the use of the logo as a favicon with colour changes.

Discussed with the client which logo is to be used, or elements of multiple logo’s. End Gain Solutions logo by Steve S to be used and Film Friction logo in red/yellow colour scheme by Steve D to be used for the app.

Discussed the colour scheme with the client. Client requested Steve D Film Friction logo colour scheme to be implemented in the app. The colour palette posted by Steph is to be implemented into

Discussed bio elements of the greenlight document. Client recommended resizing the characters and font for team bio’s. Colour scheme for the greenlight document to be that of the company logo.

Tasks to be completed previous to the next meeting:

1. Complete individual team bio and upload to teams.
2. Jo & Steph to complete a draft structure of the greenlight document
3. Decide upon final greenlight document design elements/features on Monday 11/02/19.

Next meeting scheduled for Monday 11th February.