NorthumberLamb: Meeting Agenda & Minutes

1:20pm, February 9th, 2015 | Location: Board Room, McCarthy Hall

Agenda

*(Please add your items below, 30 minutes before meeting start time)*

Last Meeting Follow-Up:

* Discuss any questions regarding project charter
* Files received since last meeting

New Business:

* Design discussion
* File sharing process
* Mock-up approval
* What to expect moving forward

Attendees

Brenda Stewart (Client), Kyle Samson (Developer), Chris Borden (Developer)

Scribe

Kyle Samson

Minutes

* Meeting called to order at: 1:20pm
* Review/approval of Agenda: 1:25pm
* Discussing Design Mockups: 1:30pm
* Explanation/Demonstration of File Sharing Moving Forward (Dropittome – Dropbox): 2:05pm

Action Items

* \*\*\* Need More IMPORTANT LINKS from Brenda
* \*\*\* Brenda will search for better Lamb Cut Chart
* \*\*\* Brenda will get Lamb Grading Chart
* Change Northumberlamb to NorthumberLamb
* Want to add Rotating Carousel to the Home Page Banner - persistent across entire website
* Move Logo from Front and Centre to Top Left Corner – persistent across entire website
* Home Page – Remove Featured Producer Section
* **Home Page** – Board of Directors – One Image of entire group with caption below with names
* Move IMPORTANT LINKS section to be persistent to all pages
  + Include on Recipes Page – Find new place for current Recipes Important Links Section
* Discussed Nice To Have Interactive Lamb Cut Chart
  + IE. Hover over Shoulder and list of different Shoulder Cuts Appear
* **TBD** – Lamb Cut Chart on the Consumers Page listing the different cuts of the shoulder, etc.
* **Navigation** – Change Producers to Shippers – Site Wide
* **Producers Page**
  + Change wording from How To Become a Producer to Become a Shipper & Member
  + Have text explaining difference between Members and Shippers – within that block of content have two buttons – one for Members and one for Shippers – when clicked, corresponding form opens up.
* **Contact Page**
  + General Inquiries Form added to the page.
  + Fields to be provided by Brenda, and email the form submits to
* \*\*\* **Send Brenda the Dropittome link and credentials**

Next Meeting Agenda Items

* Discuss Test Site Deliverables
* Design changes – additions/omissions
* Content approval