

## June 2018

### Discussed:

- Traffic Report & expected results. Moving to quarterly, so the next one will be in September covering June, July, & August
- Website Text: not changing Cyber Security text at this time. Some things are undecided in that business direction, so we are leaving it as is
- Website header images: adjusting in July (quarterly)
- Search Results/Indexing – Meghan requested the old 'contact' page be removed from search engine results
- 404 Page – nice to have one with your branding and navigation as a courtesy
- LinkedIn Page – adjustments desired, path forward
- Ongoing updates: We will meet monthly and review the website traffic quarterly. We'll plan on doing 1-2 hours/month to keep the web presence fresh, billing as we go for hours worked. The discounted rate of \$60/hour is locked in for all work performed through the end of June 2019.

### Action Items:

- LinkedIn Changes - we will (assigned to, dependencies/notes)
  1. Get Control of the Business Page (Meghan initiated, Chris is following up)
  2. Update the Logo (Meghan, pending 1)
  3. Update the text to line up with the website (Meghan, pending 1)
  4. Update the header image (Meghan, pending 1)
- 404 Page – create a 404 page with branding & navigation in case people end up at the wrong place (Meghan, no rush)