Agenda:

* Review unresolved issues in scope
  + Deployment
    - Decision to be made at board meeting in June
    - At least replace what they have with new design
  + Medical record/storage
    - Research and recommendation in scope - update schedule to have this done before midterm
* Address any questions/concerns from the client
* Review the current website and identify any areas of content (ie: new pages like the “day in the life of” video pages) that do not already exist
* Discuss whether the client is open to some reorganization of content that already exists (re-prioritizing) etc
  + If possible, discuss priorities with the client to determine which features are most important (to help with the planning)
* If possible, present any potential designs (or review top WordPress themes) to solicit client opinion… note that assets (images) will be important before we can deploy (if we are going to be deploying that is).

**Features:**

* Text content for homepage will be the same
* News page → easy to implement (would go off the homepage)
* Allergy information must stay on the front-page
* Child development → where the video would go
* Sample menu → stay the same
* Hours of operation would move to the front-page (calendar set up or list)
* Child transition → new section (infant - toddler - pre-school - afterschool), potential for checklist
* Form must have “is sibling already in” type of field where they will receive preference
  + Date is preferenced
  + Email would be ideal for when someone registers (both parent and staff/admin)
* Leaving on 2nd of July coming back on 23..th? → client
* Color scheme → current is fine, can mock up different ones
* 2 weeks → prototype/s
* Final documentation (printed and online copy)
  + Implement new logo (if the new logo is implemented we can show how to change it)
  + News, change the text, basic things
* Having two accounts (2 staff members) ~ upload documents where only staff can see
  + Can set 3 different permissions (?) or recommendation for other workers