**Meeting Agenda**

**DATE:** Jan. 9th, 2014

**MEETING DATE:** January 10th, 2014

1. **Attendance**

Megan Moody

Alana Lee

Brandon Quigley

Paula McNutt

1. **Approval of last minutes**

No previous last meeting.

1. **Old Business**

No previous old topics to revisit.

1. **New Business**

- Determine website features that the client is interested in adding, changing, or removing (scope). This includes layout, pictures, color, etc.

- Discuss desired website design implementations.

- Discuss potential CMS implementation. Login/database structure.

- Determine client’s preferred mode of communication.

- Discuss best times to hold meetings with client (frequency, times).

**Other Business**

* N/A

1. **Adjournment**

- Meeting adjourned