Tavy Fraser ec1320540

Project Meetings

and minutes

Barnton Quarry Restoration project

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# First Meeting

Team Meeting – 29th January 2015

Attendants: Tavy & Dean

What on the agenda?

-       Contact Site for approval

-       Find blueprints

-       List set of questions

-       Write out email to send to correspondence

Minutes

        Discussed how and when we need to get in touch with the company to visit the site for more research, we are also looking to obtain some floor plans & a set of questions to ask the owners if we are able to get a tour of the facility.

Email Correspondence to be completed by 30th January.

Next meeting 5th January 2015

# Second Meeting

Agenda

 Team Name

 Site Structure

 Design Ideas/Logo

 Media Ideas

 Discuss Next Meeting Date

Team Name

Observers: Tavy, Andy Absences: Mike

Discussion: Tavy, Andy and myself discussed a team name and logo, we agreed on the name: LaserBird Media, and a logo has been produced, however the logo will need to be reduced to fit on the website, Tavy will be working on this over the week.

Site Structure

Attended: Dean, Tavy, Andy Absence: Mike

Discussion: Layout, Homepage, Info, Contact Us, History/unofficial History, Gallery (Depending on Site Access)

Mockups: Each Person will produce 2 mockups by the 27th of February

Media Ideas

Social Media Links

- Twitter

- Facebook

Next Meeting Date:

12th-13th of February @ 14:00GMT

Agenda

- Status Update on correspondence

 Resend via facebook

# Third meeting

Agenda

 Meeting Date / time

 Review Site Designs

Meeting Time / Date

Arranged a meeting to discuss our plans for the project and to gather more

information.

2pm Thursday Starbucks Gyle

Review Site Design

Looked at Website Designs and will decide on a new layout on Monday, so Michael can provide a design

Site Layout – Michael

Site Graphics – Dean

Site Text/ Content – Andy

Background work (JavaScript) – Tavy

# Barnton Quarry interview

**Interview/ team meeting minutes with Grant from Barnton Quarry Bunker**

**Attendees**

**Tavy Fraser**

**Dean Howard**

**Michael Bosomworth**

**Andrew McGuire**

**Grant More (from Barnton Quarry Bunker)**

**Agenda**

**interview Grant [Done]**

**ask questions  in regard how he wants the website to be done [Done]**

**Minutes**

Interview with grant started at 2pm outside starbucks, after general introduction and explaining what our plan was and who it was for, we started asking Grant questions regarding the website.

**Questions and Grants feedback**

1. **Is there a preferred colour you would like the website to be**

Grants Answer: Military grey -  Secretive colours update: Colour can be up to us but prefered Secretive colours.

2. **What would each page be for example , Home page, information, photo gallery, Contact us ?**

Grants Answer: History - Volunteers - Volunteering opportunities - Vision - FAQ’s

    3. **Would you be providing us content text for example “welcome to the barnton quarry”  or would you prefer we input the content and check with you if anything would need to be changed during the progress.**

Grants Answer: ok for us to do the content but check with grant (he mentioned we can send him work in bite sized chunks and wait upon feedback)

4. **What functionality would you want the website to have for example we can put in a gallery or twitter / facebook input so posts from your page would show at the side of your website.**

Grants Answer: he would like facebook input at the side (already mentioned before this question was asked so yes go ahead)

5. **In regards to the photo gallery page would you like the page split into 3 sections showing the bunker  Before/present and finished photos added at a later date.**

Grants Answer: Mainly Historical photos  (to the team members we are not to shoot Wide angle photos grant mentioned)

6. **Would you like any video content on the website**

Grants Answer: Yes

**Extra input of the interview**

* one page on Volunteering
* health and safety
* promote volunteering
* Virtual tour of bunker (grant has mentioned he has alot of photos we can use)
* we get a link off grant regarding the 3D walkthrough of the whole building
* Grant and his team have all floor plans and blueprints
* we can put floor plans on website
* again mentioned no wide angle photo shots of current progress
* Grant wants the main focus of the website to be about History - Volunteers - Volunteering opportunities - Vision - FAQ’s
* All areas of the bunker are Accessible
* the Bunker is to be fully restored and completed by 2018
* they are on phase 3 out of 4 of the bunker schedule
* The bunker is closed to general public
* Bunker restoration team has been hassled by local community and council due to road access.

this is all i got since it went pretty fast if you have the recording handy feel free to edit this all

Minutes and typing done by Andrew McGuire.

P.S Tavy suggested we do a Saturday of Volunteering with them to gain some experience maybe to add for content to the website

**Plans for next meeting**

* Arrange a saturday to do volunteering
* possible prototypes to send to grant
* Arrange a meeting at the bunker to film and photo content
* do report for elizabeth or sharon (im gonna get that done later tonight maybe )