

# Meetings and Outcomes - 1

## Meeting Schedule:

- First meeting with the client was conducted on 22-Oct-2019.
- Second meeting is scheduled on 4-Nov-2019 at 12PM.
- Third meeting is scheduled on 25-Nov-2019 at 12PM.

## Outcome of the Meeting – 1

- Agreed upon a Responsive Accessible Single-Page CMS website.
- Client has been informed that only Free WordPress themes will be used.
- Client has agreed upon a Horizontal navigation for 5 sections namely About, Stylist, Services & Pricing, Contact & Appointment and Portfolio.
- Client has handed a hard copy of her business's Logo. Developer will be recreating a similar logo for the website.
- Client has agreed upon the Sans-Serif font as suggested.
- Client has requested for WEB 2.0 Technologies like Facebook and Instagram. Developer to help the client in setting up the business social media accounts.
- Client has requested for a basic contact form. (Fields: Name, Gender, Service and Message)
- Client to provide all the content and Images for the website. Developer to do basic cropping and optimization to the images.
- Client has agreed upon providing genuine images belonging to her and not the Stock photos.
- Client has agreed to buy the Domain name and Hosting at the earliest.

- Developer has shared the list of domain and hosting companies along with a checklist to be considered before buying the required.

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