**Client Meeting Template**

**Date:** 10/13/2019

**Starting Time:** 3:00PM

**Ending Time:** 3:30PM

**Absentees:** None

**Client Name:** Rolfes, Luke T

**Agenda (Enumerate the agenda items as 1, 2, 3, etc.):**

1. In this meeting our main agenda is to show the website and know the changes required from the client.
2. To know if they like the podcast we have done and any updates required for that page.
3. To know the concept of about us page and how they want to see that page.
4. To know about the other requirements of website and changes they want in the website.

**Issues raised with the client:**

* Do they need any updates for the website that we have shown?
* How are the podcasts and need any updates for that page.
* What is the content in the chapbooks needed for them?
* What is the subscription link they needed for the users to subscribe?
* Do they need any updates for the main page?

**Requirement of the client (Update whenever possible):**

1. A new website design that is simplified and user friendly

* Navigation: Submissions, Subscriptions, Issues/Chapbooks, Podcast, About Us

1. An area on the website to house back issues, chapbooks, and online content
2. An area on the website that links to our social media and provides updates on news/announcements
3. A website that is easy to update for our staff, especially uploading online content
4. A section of the website devoted to our online podcast series where users can stream and/or download audio files
5. A way for us to easily add and update the online podcast section
6. A way for us to easily add media to our site if we choose