**Client Meeting Template**

**Date:** 09/06/2019

**Starting Time:** 3:00PM

**Ending Time:** 3:46PM

**Absentees:** None

**Client Name:** Rolfes, Luke T

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

1. As this meeting is for UML diagram we have kept the agenda as to know in detail about their requirements for UML.
2. There should be no registration or any sign in options.
3. To know more about the portal, navigation bar and logo.
4. Do they need a log in option or guest users?

**Issues raised with the client:**

* The issue raised was do they need same logo or a different one.
* The issue regarding the navigation bar i.e., change the navigation bar with six headings.
* The issue regarding the registration on the website.
* Do they need to upload the whole book or only the cover page of the book?
* The issue raised was the type of upload file i.e., it should be in pdf, word document or image format etc.
* Another issue was the content in the book was free or chargeable.
* There should be only guest users.

**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