

The Meetings

Date & Time	Outcomes	Done
12:30pm: Thursday, Feb 21, 2019	<ol style="list-style-type: none"> <li>1. Introduced myself</li> <li>2. Talked about our meeting protocol</li> <li>3. Agendas/scope</li> <li>4. Talked about my RBA</li> <li>5. Went over the agenda/scope / no of pages/ colors/ fonts</li> <li>6. Barb's in charge.</li> <li>7. Barb is providing me with logo/Images/contents.</li> <li>8. Barb has a domain but doesn't have a host. So I suggested POWWEB.</li> </ol>	✓
12:30pm: Thursday, Feb. 28, 2019	<ol style="list-style-type: none"> <li>1. Home page layout:               <ul style="list-style-type: none"> <li>• Header: contents and layout</li> <li>• Body: contents and layout</li> <li>• Footer: contents and layout</li> </ul> </li> <li>2. Barb has provided me with her artworks' images</li> <li>3. Barb is going to email me the text contents</li> <li>4. Talked about the deliverables</li> </ol>	✓
12:30pm: Thursday, March 7, 2019	<p>Next Meeting Concerns</p> <ol style="list-style-type: none"> <li>1. Web Hosting: It would be my first time doing that</li> <li>2. Go over wireframes</li> <li>3. Products page layout:</li> <li>4. About page layout:</li> <li>5. Contact page layout:</li> <li>6. More details on colors and fonts</li> </ol>	