**MEETING AGENDA**

|  |  |
| --- | --- |
| Project Name: | Website Revamp Team Meeting |
| Date: | [Date] |
| Time: | [Time] |
| Location: | [Location] |

**Attendees**

[ ]  Michelle
[ ]  David
[ ]  Heather.
[ ]  Tomasz.
[ ]  [Name]

[ ]  [Name]
[ ]  [Name]

[ ]  [Name]
[ ]  [Name]

[ ]  [Name]

**Agenda Items**

**Meeting Objective:** Status updates and team tasks for the website project

**Topics to cover:**

* Review metrics data
* Review heat map and usability test - identify next steps on potential improvements
* Discuss whether to proceed with in-house photo shoot or purchase a stock photo: in-house photo shoot is more cost-effective and customized but 2-4 week lead time, ~$500 to get existing photos from external vendors
* Review website feedback from internal stakeholders - refer to email
* Are there any other case study galleries that people like and think we should model off of?

**Status Updates on Action Items:**

[ ]  Michelle to request final approval of navigation structure from Jim.

[ ]  David to forward marketing materials and content that we’d like to publish on the site

[ ]  Tomasz to run security review and gather requirements