**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