**Meeting Minutes for Webpage Renovation Design May 5, 2020.**

Present: Lorena, Kaitlin, Monica and Pedro Suarez (Designer). Conducted via Zoom 9:00am

- Goal of meeting was to meet with our selected website designer to discuss next steps in process of web design.
- Lorena reposted the job on Upwork website by invitation only so that Pedro can be hired.
- Pedro describes the job as being straight forward. What he needs is the content and structure for the content.
- To be live- need domain name and hosting paid for. For now it will be on a non-live server of pedros which he would then upload from to the hosting site.
- Prices:
  - Pedro = $400 via upwork
  - Blue host = $59.40 per yr, 3 yrs ~$100
    - Where website is hosted, includes SSL certificate
    - Would open the account and then make payment then give credentials for Pedro and then he can import and then we can change the credentials.
  - Domain = <$20 per yr
    - Consider how you want to be branded, try to use ones that aren't long
    - Can also get free domain name with host
  - Wordpress = $0
- Content
  - Google doc to be sent that shows what we want and don't want
  - Reference to current content on webpage- can just link the needs for what to keep so you don't have to save each thing.
  - Structure in mind
    - Sub headings we want
  - News and events linking with facebook/twitter
  - Subscribing- minimal requirement is an email to subscribe
  - Emails- could be access by anyone so be aware for spammers
  - Image carousel on Homepage- of pictures of mites- random images so same one doesn't load every time
    - Captions- name of mite and person who took it
- Timeline
  - About a week for a site this size
- Upwork- figuring out hiring process will be Kaitlin
  - Can set up milestones if we want to be paid in installments

Submitted by Kaitlin Campbell