

Jan 16, 2025

# Meeting Jan 16, 2025 at 13:26 SAST

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## Summary

The meeting, attended by Allan Rankin, Josh E Sousa, and Rebecca Flynn, addressed website design, content integration, and workflow revisions. Key decisions included a revised workflow for supplier pages prioritizing complete content before feedback, the addition of a solutions page, and replacement of the staff portal with a store page. Next steps involve Rebecca Flynn's copy onboarding Monday, a Thursday review of the Optitra page and timeline adjustments, and Allan Rankin reviewing a financial quotation.

## Details

- **Document Sharing and Access:** Allan Rankin requested access to Google Docs for editing the 8-week timeline and copywriting documents. Josh E Sousa granted this access, and further discussed access for Rebecca Flynn to the editor for more efficient copy input. They agreed to explore a new tool to facilitate this.
- **Website Design Review and Sign-Off:** Josh E Sousa reviewed the designs for several website pages (team, media, supplier, contact form, and about pages), noting that only content (images and copy) was outstanding. Allan Rankin expressed reservations about the Optitra supplier page's design, particularly the scrolling methodology and placeholder content. They decided to add copy to one section of the Optitra page to evaluate its functionality.
- **Content and Product Integration:** A discussion ensued regarding the integration of product information (including images and descriptions) from the existing website into the new one. The team agreed to create a schedule for this action in

the 8-week timeline. They clarified that the placeholder buttons on the Optitra page would be updated upon finalization of page segments , with the design and functionality prioritized before content addition.

- **Revised Workflow for Supplier Pages:** Allan Rankin's preference for evaluating design functionality with complete content led to a revised workflow. They decided to complete the Optitra page with all content and design, get team feedback, and then replicate this process for other supplier pages. This approach was intended to improve efficiency and meet the March deadline.
- **Additional Page and Next Steps:** Rebecca Flynn requested the addition of a solutions page, similar to the media page. Josh E Sousa proposed a method for handling product requests by setting quantity to zero and enabling email notifications. The team decided to replace the staff portal page with a store page in the timeline. Allan Rankin will review a quotation at a later date.
- **Timeline Adjustments and Solutions Page Design:** The 8-week timeline was reviewed, incorporating the new workflow for supplier page completion. The team then discussed design templates for solutions pages, considering the variations between existing templates for motion capture labs and Schneider pages. They concluded that utilizing the supplier template for solutions pages would be more appropriate , considering that the supplier pages would require more nuance based on content.
- **Meeting Scheduling and Wrap Up:** Josh E Sousa and Rebecca Flynn scheduled a meeting for Monday afternoon to onboard Rebecca with the copy process. A follow-up meeting was scheduled for Thursday to review the completed Optitrack page and further timeline adjustments. Allan Rankin will also review and respond to financial matters.

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