A brief summary of decisions from the meeting and next steps:

DECISIONS:

1. Using the process as a guide, Walter Wayne will develop 6-8 “cases” showing the various aspects of development projects.

NEXT STEPS

1. WW will create a draft of one development project including photos, renderings or any visuals that we might consider using in the site.

2. Walter Wayne shares a link to aerial videos of other buildings to consider for site.

3.  Lowercase will work with draft and images to sketch possible creative directions.

BILLING

The project and next steps are generally on track with the proposal set last year. Two minor adjustments –

1. We have completed two creative meetings to initiate the project (2013 and 2014), instead of one outlined in the budget, so we will adjust the billing accordingly.

2. Lowercase set up the template page last year with Media Temple hosting. We have been paying MT’s monthly fee on the site since last year. Now that the project is underway again, we will forward an invoice for those fees (outside vendor fees are outside of the budget).

3. We have already received the retainer (in 2013) to begin work on the template and site.