

CFENC Website Project Contact Log – Daniel Wilkins

07/07/18 – Initial Meeting at 11:00am at the Clients' House

Initial Meeting with the clients to ask and understand what the clients would like in the website as well as understanding which areas I could complete and which ones that I wouldn't be able to do.

07/07/18 – Charity Profile Email

I received an email from the clients which contained an attachment of a document explaining about the charity including its objectives.

11/07/18 – Sending an Email to the Clients Regarding Areas of the Project

On this date, I sent an email to the clients to explain which areas of the website I would be able to complete as well as the areas which would not be able to be completed including not being able to implement the e-commerce section as I am inexperienced in this area.

21/07/18 – Receiving the Response to my Email sent on 11/07/18

It was mentioned in the email that not being able to implement the e-commerce section on the website wouldn't be an issue. Other areas mentioned included the purchasing of a domain name and web space and a couple of areas I said I would research (automated social media and keywords - SEO).

25/07/18 – Replying to the Response from the Clients Received on 21/07/18

I confirmed that I would be able to create a brand new website for the clients and that I hadn't researched domain names and web space as this was something that I hadn't done before but I suggested 'HostPapa' as a place to establish this. I also explained that once researching the areas that I was unsure on, I would attempt to integrate these into the website but that if I found this difficult and I couldn't progress, that I would inform them. I also notified the clients to the fact that I was in the process of analysing the provided competitors, noting down the advantages and disadvantages of each.

07/08/18 – Informing the Clients of the Current Stage of the Project

In the form of an email, I explained that over the past few weeks I had been analysing the provided websites as well as conjuring up some branding ideas and that I was currently in the process of creating wireframes for possible structures of the website. I also explained that I would show all of these areas once finished to receive feedback to then act upon when moving forward with the project. I ended the email by asking for any pictures and written content available as well as some requirements for each page of the website so that this could help me with the wireframes and also other aspects of the project.

24/08/18 – Receiving a Response to my Previous email from the Clients

I received a response from the clients, asking for the possibility of meeting and discussing the work I had completed so far as well as other areas including images to use. I was also informed that a name had been chosen for the new website.

25/08/18 – Replying to the Clients via Email

I sent an email in response to the one received the previous day, explaining which times would be suitable for both myself and the clients.

26/08/18 – Receiving the Response to my Reply

In this email, a day and time was suggested which I then confirmed on my reply sent on 27/08/18.

28/08/18 – Receiving an Email from the Clients regarding Preparation for the Meeting Previously Arranged

I received two emails, one of which explained that it would be good if I could look at a website that the clients liked before meeting at a future date and the other with an attachment of the latest charity event for CFENC.

28/08/18 – Receiving an Email from the Clients regarding the Latest Charity Event

I received an email from the client where the latest charity event for the organisation was included in the form of a 'PDF' document (also explained above).

01/09/18 – Meeting with the Clients to Discuss Undertaken work to Receive Feedback

Today I undertook a meeting with the clients to discuss aspects including the highlighted colours and fonts and the created desktop wireframes. Within this meeting, the fonts and colours were chosen and I was provided with feedback regarding the wireframes I had created.

01/09/18 – Receiving an Email from the Clients regarding the 'YouTube' Video Links

I received two emails which both contained different links to the 'YouTube' videos on the 'YouTube' channel of CFENC.

01/09/18 – Sending an Email to the Clients Regarding Competitor Website Analysis

I sent an email to the clients, attaching the file I had shown whilst in the meeting that displayed analysis of competitor websites as well as analysis of the current CFENC website. I also asked for some content to be sent again as this had failed to send the first time.

01/09/18 – Sending an Email to the Clients Regarding the Fonts Selection during the Meeting on 01/09/18

I sent an email to the clients, explaining that there was an issue I had discovered whilst typing the meeting notes up where the selected pairing of fonts on 'Google Fonts' had displayed the fonts in the wrong order, meaning that the clients had chosen the same font as they had for the headings section. I attached screenshots of each suggested pairing font to ask them to choose a paired font again, apologising for this issue.

02/09/18 – Receiving an Email from the Clients Regarding the Selected Font

I received an email from the clients, explaining that they had understood I had worked very hard on the project so far and that they would choose the 'Roboto' font in response to my previous email.

26/09/18 – Sending an Email to the Clients to Provide a Project Update

Today I sent an email to the clients, explaining that I had been busy finishing another project as well as documenting both this project and the CFENC website project for my portfolio. I explained that this had meant I hadn't managed to progress much further from the meeting undertaken on 01/09/18 and that I would continue with the website project once I had attended my first week of lectures.

29/09/18 – Sending an Email to the Clients to Ask for Content

I sent an email to the clients, explaining that I was currently undertaking research on website trends and standards but that I would require some content to produce some high-fidelity wireframes for the website to allow myself to progress with other areas of the project.

01/11/18 – Sending an Email to the Clients to Provide a Project Update as well as Asking for Some Content

Today, I sent an email to the clients, explaining that I was at the current stage of building the website, close to completing the basic structure and adding functionality also. I also explained that I had been busy documenting the project for my course. The final aspect to note is that I asked if it would be possible to receive some content, listing all of the required pages as well as explaining that there would be an introductory section to each page.

06/11/18 – Sending a Text Message to the Clients

I sent a message to the clients today, asking if it would be possible for the clients to call myself when most convenient to discuss the current stage of the website as well as other aspects.

10/11/18 – Contacting the Clients by Telephone and the Response

Today, I attempted to contact the clients by telephone but was unsuccessful. However, I was then contacted by text message. It was explained that images were being placed together for preparation of sending to myself and that some text hadn't been constructed as of yet.

10/11/18 – Replying to the Text Message

After receiving the message from the clients, I then replied. I thanked the clients and explained about a couple of aspects regarding both the contact page and social media/'YouTube' content.

18/11/18 – Sending an Email to the Clients Regarding the Position of the Project

Today, I sent an email to the clients, attaching the current version of the website. I explained how to open the website and also explained that the purpose of the email was to receive feedback to understand if the website was appearing how the clients would have liked. Within this email, I asked for a few aspects that I required as well as stating the aspects I would be unable to complete for the website (SEO/Search Rankings).

20/11/18 – Receiving an Email from the Clients in Response to my Previous Email

Today, I received a positive email from the clients, explaining that they were very pleased and impressed with what I had achieved to date and that they would provide some content in the following weeks.

08/12/18 – Sending an Email to the Clients Regarding Email Screenshots on my Portfolio Website

I sent an email to the clients asking if it would be ok to include some emails as screenshots on my portfolio website that I had either sent to or received from the clients.

08/12/18 – Receiving an Email from the Clients in Response to my Previous Email

I received a response from the clients, stating that it would absolutely fine to include screenshots of emails on my website and that I would be receiving the content for the website during the Christmas holiday.

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