6/10 completed

● **To Do List - Read these and check the box when done.**

☐ Brand Guidelines & Design Assets ▤ 1
☐ Images & Visual Content ▤ 1   Assign/Schedule...
☐ Business & Marketing Materials ▤ 1
☐ Integrations & Technical Preferences ▤ 1

[Add a to-do]

☑ Legal & Compliance (if applicable) ▤ 1
☑ Calendly (or Booking) Setup ▤ 1
☑ Company & Contact Information ▤ 1
☑ Access to Your Current Website ▤ 1
☑ Domain Logins I Click here to open ▤ 2
☑ First Draft Requirements I Click here to open ▤ 1

Nov 28, 2025   **Mathieu Stark,** CEO

👤 Shay

Hi! :)

I think a lot of these would be answered in the site map/UX doc u were talking about. Can we move to that first? And then go back to this if we need to? Like I said on the call, this isn't a refresh of an existing site, but a brand-new site that needs some thought upfront.

Should we get that sitemap/UX doc going?

👤 👍 🗨

Dec 2, 2025   **Mathieu Stark,** CEO

Hi! Please see the brief attached. Let me know if you have any questions.

📄 SFG_Comprehensive_Brief (1).docx
20.9 KB · Download

👤 ❤️ 🗨

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