



The Control of Food Safety

Prepared for:
Lovington City Council

Prepared by:
HKN Consulting Company

November 28, 2018

Lovington City Council

5454 Living Hill Road
Lovington, VA 23456

November 28, 2016

Mary Michael
Chief Consultant
HKN Consulting Company
6767 Ballwood Avenue
Lovington, VA 23456

Dear Mrs. Michael:

Subject: Controlling food safety report

The Lovington City Council would like to ensure that the citizens, restaurant, and store owners know the steps that go along with food safety. We plan to do this by creating a handout for our citizens. We would like to compile a group of reliable websites that discuss information about food safety and foodborne illnesses.

We wish to commission your firm to conduct a study of three websites with information about food safety and foodborne illnesses. We would like recommendations that will help us choose the websites that are the most informative and helpful to the public of our city.

We would like to submit the handout for printing by January 30, 2019. To meet the deadline, we need to receive your report by January 1, 2019.

We look forward to receiving your report. If we can assist you in anyway, please contact our secretary Mckayla Evans at (454) 445-3456, ext. 476.

Yours sincerely,

Jeremy Nash

Jeremy Nash
Head of City Council



6767 Ballwood Avenue
Lovington, VA 23456

December 28, 2018

Jeremy Nash
Head of City Council
Lovington City Council Board
5454 Living Hill Road
Lovington, VA 23456

Dear Mr. Nash:

Subject: Controlling food safety report completed

We are pleased to present the control of food safety report that you have requested in your letter of November 28, 2018. Our report analyzes the following three websites:

- Food Safety,
- Fight Bac!, and
- Food Safety News

As you will see, all three of the websites provide useful, easy to use information on food safety and foodborne illnesses for the Lovington City Council's handout.

We would like to thank Mckayla Evans for her input in helping us prepare this handout. If you have any questions or comments about the report, we would be happy to meet with you or with a member of your board. I can be contacted at (454) 475-8790, ext. 60.

Yours sincerely,

Mary Michael

Mary Michael
Chief Consultant

Table of Contents

Letter of Authorization	ii
Letter of Transmittal	iii
List of Figures	v
List of Tables	v
Executive Summary	vi
Introduction.....	1
Analysis of Food Safety.....	2
Visual Appeal	2
Content	2
User-friendliness	2
Analysis of Fight Bac! Website	3
Visual Appeal	3
Content	3
User-friendliness	3
Analysis of Food Safety News	4
Visual Appeal	4
Content	4
User-friendliness	4
Conclusions.....	5
Recommendations.....	6
Appendix A: Food Safety Website Survey.....	7
Appendix B: Food Safety Website Survey Results	14
Appendix C: Hannah Adams’s Minutes.....	15
Appendix D: Nanci Arevalo’s Minutes.....	16
Appendix E: Jordan Jones’s Minutes.....	17

List of Figures

Figure 1: Reported foodborne illness cases in Lovington City	1
Figure 2: Food Safety Website's main page.....	2
Figure 3: Visual appeal public survey	2
Figure 4: Fight Bac Website's main page.....	4
Figure 5: Content public survey.....	5
Figure 6: Food Safety News Website's main page.....	6
Figure 7: User-friendliness public survey.....	7
Figure 8: Summary of survey results	8
Figure 9: The four core principles to practice food safety.....	9

List of Tables

Table 1: Visual appeal survey results.....	14
Table 2: Content survey results	14
Table 3: User-friendliness survey results.....	14

Executive Summary

There has been a recent increase in cases of recalls of food from different companies and foodborne illnesses that have affected the population. Due to the increase in these different cases, there has also been an increased demand for informative and reliable resources relating to the promotion of food safety. Foodborne illnesses can be life threatening, without the proper education of food safety, these illnesses are inevitable.

The Internet offers an abundant amount of information about food safety, whether it be prevention awareness or food safety tips to follow. It is sometimes difficult to find correct, reliable sources online that discuss food safety issues. The Lovingson City Council asked the HKN Consulting Company to recommend three websites that provide reliable, easy-to-understand, and supportive information that is about food safety, as well as, the importance of it. These websites will be included as resources in a brochure that covers food safety for the citizens of the town of Lovingson.

HKN Consulting Company's task was to locate different websites with informative and reliable information that the citizens of Lovingson will understand. The analysis ranked the websites by three main key features.

Each website was analyzed and rated using the following criteria:

- **Visual Appeal:** Absent of distractions, useful images, format, color;
- **Content:** Credibility, easy access to contact information, simple language;
- **User-Friendliness:** Easy to navigate, reliable links, format

The results of our thorough analysis led us to recommend the following three websites for the Lovingson City Council's brochure:

- Food Safety Website,
- Fight Bac! Website, and
- Food Safety News.

The goal of this report is to provide the citizens with informative information about food safety and foodborne illnesses. We are confident that our analysis and recommendations will sufficiently support the needs of the citizens in Lovingson City who are interested in learning more about food safety and its importance.

Introduction and Mode of Analysis

Foodborne Illness is a worldwide epidemic that can result in temporary discomfort and deadly tragedies. Food safety can be a simple yet overlooked task to follow that can increase the risk of foodborne illness. Foodborne illness is a serious matter that should not be taken lightly. The causes of foodborne illness can be prevented by taking the necessary precautions and following safety procedures.

Food websites along with physicians encourage the importance of hand washing and food safety for the safety of the consumers. Reports of foodborne illness have continuously increased throughout the years.

The reason for creating this brochure is due to the significant increase in reports of foodborne illnesses. The HKN Company analyzed three public food safety websites for a brochure. The analysis we made on the three sites recommends overall improvements on visual appeal, content, and user friendliness.

HKN Consulting company was inquired to evaluate and propose a total of three websites on food safety and foodborne illnesses for the Lovington City Council to create a brochure. Our evaluation would recommend websites with information about food safety to guide people about the dangers of improper food use.

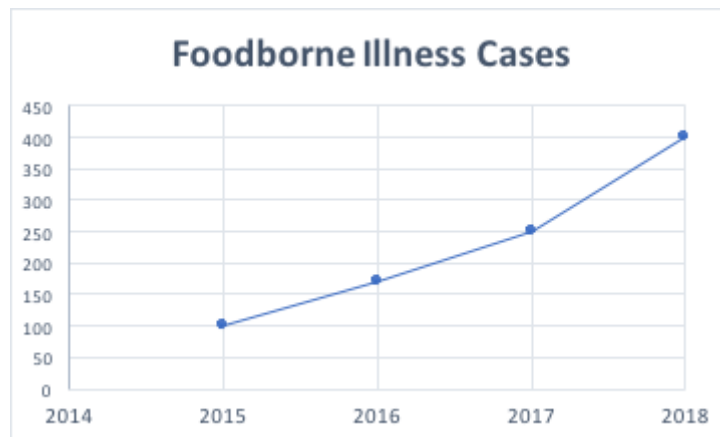


Figure 1: Reported foodborne illness cases in Lovington City

Analysis of the Food Safety Website

<https://www.foodsafety.gov/>

Food Safety is a federal website based in Washington, D.C. supported by the government along with the FDA, CDC, etc.; it offers information on keeping families safe from foodborne illnesses.

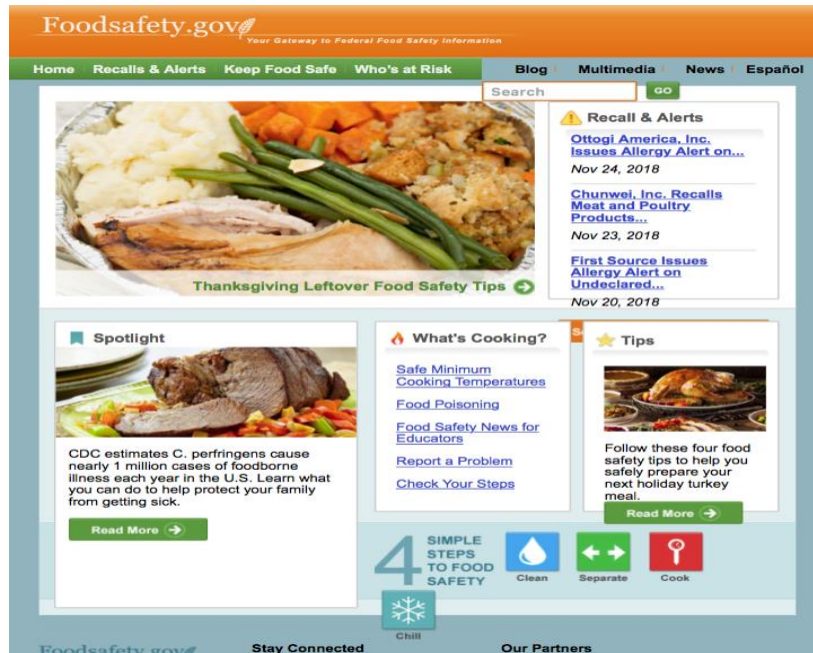


Figure 2: Food Safety Website's main page

Visual Appeal

The Food Safety website is straightforward and easy to maneuver around. The clearness of the headers guide the user to formatted blocks for easy access.

The website has minimal pictures; adding more pictures to the website would make it more appealing. The bottom of the webpage is cluttered; the language assistance portion could be grouped into one category to minimize spacing.

The websites use of colors is not coordinated well; the background is a light blue, the title is printed on an orange background, and the headers are green with white writing. During our survey, Food Safety scored the second highest in the visual appeal portion (see Figure 2).

Content

The Food Safety website offers a wide variety of information on how to keep food safe, who's at risk, everything people need to know

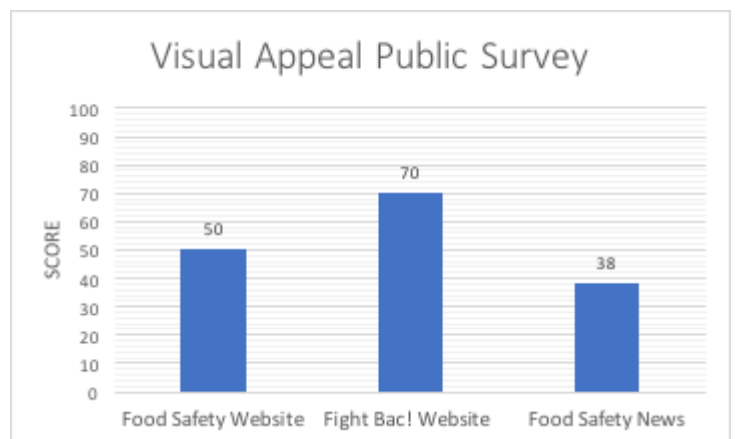


Figure 3: Visual appeal public survey

about food poisoning, recalls and alerts on foods throughout the United States.

The website breaks down all the information into a chart that is hard to follow. There is information in the symptoms section that should be placed in the causes section, so that consumers could get a better understanding of the content of the website.

User-friendliness

The Food Safety website is packed with a plethora of important information making it hard to follow and get a grasp on the material. The pages link well together, making it easy to transition between different topics. Underlined and bolded words are hyperlinked throughout the site; if users click on the hyperlinks only some would work properly, others report a 'page not found' error message.

The search bar at the top of the webpage is accessible and provides helpful links for the consumers. Overall the information on the website gives detailed information that is easily attainable.

Analysis of the Fight Bac! Website

<http://www.fightbac.org>

Fight Bac is a website that was created by The Partnership for Food Safety Education. The website develops and promotes different effective educational programs to reduce foodborne illness risks for consumers.



Figure 4: Fight Bac Website's main page

Visual Appeal

The Fight Bac website is a very professional looking website. Their logo embodies all the aspects needed in order to fight off bacteria.

It could improve including a short paragraph on the main page that discusses who they are and what their mission is. If the website was to do this then it would be more visual appealing because then it would break up the pictures.

The font is easy to read and organized throughout the page. The page is very organized in different categories. It also provides effect visuals in order to draw in the viewer's attention. The website is also very good at providing effective resources for the website viewers to use.

Content

The Fight Bac website provides a variety of different information resources for individuals to use. This is a good website to gain educational knowledge about how to be food safe.

The website would be more effective in educating the public if all their content was not located in different tabs. Some of the information on the different tabs would be more effective if it was combined with other tabs. In the conducted public survey, Fight Bac! was the highest-ranking website (see Figure 3).

User-friendliness

The website offers a drop-down tab that holds different tabs for different topics. This is really helpful for the user because this layout allows the reader to look for a topic that they would like to read about, rather than reading the whole website.

However, there are too many different tabs which can cause some confusion for the website viewer. Therefore, the website should consider consolidating some of the similar topics into one tab.

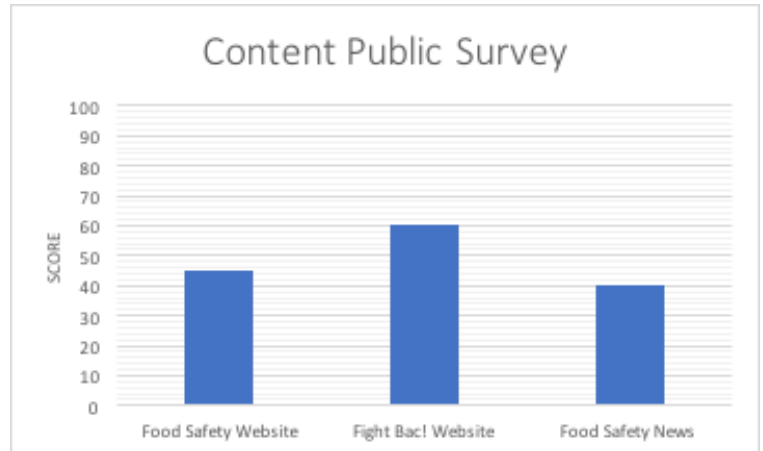


Figure 5: Content public survey

The website also allows the viewer to be involved in their website by sharing their stories that they have had with different aspects of food safety. This aspect makes the website more relatable because they allow different inputs.

Analysis of Food Safety News

<https://www.foodsafetynews.com/foodborne-illness-outbreaks/>

The Food Safety News is an informative website based in Seattle, Washington supported by reporters; it offers prevention information on food safety issues and illness outbreaks.



Figure 6: Food Safety News Website's main page

Visual Appeal

The headers located at the top of the website allow users to easily navigate the website and switch between topics. The website is filled with visually appealing pictures to capture attention. The information is organized into separate articles with text font and sizes bolded where necessary to make information visually clear. There are ads found throughout the website and colorful buttons with links to additional resources. The website colors are the same throughout all of the pages: the background is white, font is black, and the heading are blue. Although the images make up for the lack of color.

Content

There is hardly any information provided on any page besides the description about the company and contact information because the articles take up most of the space and is where the useful information can be found. The articles found in the website vary from current news, upcoming events, outbreaks, recalls, and safety strategies. The reports found on the website are written by food safety leaders. Therefore, the information is found to be credible. Also, the writers behind

it all have access to the supreme court, the White House, along with media and newspaper networks in order to provide the latest and most accurate information to consumers all over the world.

User-Friendliness

With the clear headers found on the menu bar, the website is easy to navigate. The website is free and no membership is required. One flaw of the website is that there are no “next” and “previous” buttons to go back and forth between pages. The articles are organized and easy to click on without having to open an additional page. Also, the links to click on are in a blue color on every page to easily find the links. Additionally, the Food Safety website has a search engine and links with additional resources available.

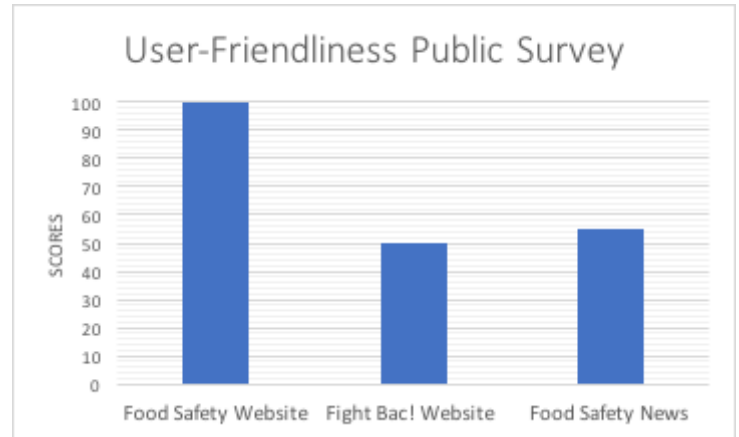


Figure 7: User-friendliness public survey

Conclusions

The Lovington City Council has seen the increase of foodborne illness throughout their citizens over the past six years. The foodborne illness reports have been the highest on record in Lovington City. The city council has concluded that the cause of this outbreak is because people are not practicing food safety. Whether the reason be because they are not informed about food safety or do not understand the importance of it. Therefore, the Lovington City Council has decided to compile a brochure to inform the citizens about food safety and its importance.

Thousands of websites contain effective information about food safety, but navigating all of them can be confusing and difficult. Also, establishing credibility of these different websites can be troublesome. Providing the citizens with information from the best websites will reduce the number of foodborne illnesses in the city, as well promote awareness for it.

Our study concluded that the most helpful websites involving food safety information are the following:

Food Safety Website, Fight Bac! Website, and Food Safety News.

We evaluated all three of these websites based on their visual appearance, content, and user-friendliness. To support our evaluations we put together a survey, surveying the general public. In doing the survey, we received 100 responses.

In our analysis we ranked the Food safety website the highest in the user-friendly category, while Fight Bac scored high in the content and visual appeal category. We had a difficult time ranking Food Safety and Fight Bac, because both websites had important benefits and hindrances. Though both Fight Bac and Food Safety held credible and beneficial information, both could incorporate media to intensify the reader's comprehension. All three websites included a search engine along with header guides, the summary of survey results in Figure 5 support our findings.

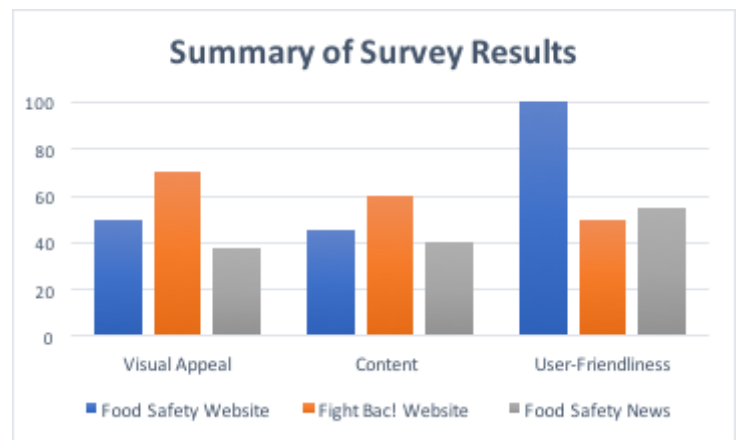


Figure 8: Summary of survey results

Recommendations

We recommend the Lovingson City Council include the following websites for food safety and foodborne illness information in their citizen brochure:

- Food Safety Website
- Fight Bac! Website
- Food Safety News

We especially recommend that the brochure contain the four practices that can be taken that were on the Fight Bac! Website and that are in Figure kkmml. This is seeing that the purpose of the brochure is to reduce the number of foodborne illnesses.

CLEAN

Wash hands and surfaces often

Download the Clean Factsheet

Bacteria can be spread throughout the kitchen and get onto hands, cutting boards, utensils, counter tops and food. To Fight BAC!® always:

- Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom, changing diapers and handling pets.
- Wash your cutting boards, dishes, utensils, and counter tops with hot soapy water after preparing each food item and before you go on to the next food.
- Consider using paper towels to clean up kitchen surfaces. If you use cloth towels wash them often in the hot cycle of your washing machine.
- Rinse fresh fruits and vegetables under running tap water, including those with skins and rinds that are not eaten.
- Rub firm-skin fruits and vegetables under running tap water or scrub with a clean vegetable brush while rinsing with running tap water.

COOK

Cook to the safe internal temperature

Download the Cook Factsheet

Download the Safe Minimal Internal Temperatures Chart

Food is safely cooked when it reaches a high enough internal temperature to kill the harmful bacteria that cause foodborne illness. Use a food thermometer to measure the internal temperature of cooked foods. The best way to Fight BAC!® is to:

- Use a food thermometer which measures the internal temperature of cooked meat, poultry and egg dishes, to make sure that the food is cooked to a safe internal temperature.
- Cook roasts and steaks to a minimum of 145°F. All poultry should reach a safe minimum internal temperature of 165°F as measured with a food thermometer. Check the internal temperature in the innermost part of the thigh and wing and the thickest part of the breast with a food thermometer.
- Cook ground meat, where bacteria can spread during grinding, to at least 160°F. Information from the Centers for Disease Control and Prevention (CDC) links eating undercooked ground beef with a higher risk of illness. Remember, color is not a reliable indicator of doneness. Use a food thermometer to check the internal temperature of your burgers.
- Cook eggs until the yolk and white are firm, not runny. Don't use recipes in which eggs remain raw or only partially cooked.
- Cook fish to 145°F or until the flesh is opaque and separates easily with a fork.
- Make sure there are no cold spots in food (where bacteria can survive) when cooking in a microwave oven. For best results, cover food, stir and rotate for even cooking. If there is no turntable, rotate the dish by hand once or twice during cooking.
- Bring sauces, soups and gravy to a boil when reheating. Heat other leftovers thoroughly to 165°F.

SEPARATE

Don't cross-contaminate

Download the Separate Factsheet

Cross-contamination is how bacteria can be spread. Improper handling of raw meat, poultry, seafood and eggs can create an inviting environment for cross-contamination. As a result harmful bacteria can spread to food and throughout the kitchen.

- Separate raw meat, poultry, seafood and eggs from other foods in your grocery shopping cart, grocery bags and in your refrigerator.
- Use one cutting board for fresh produce and a separate one for raw meat, poultry and seafood.
- Never place cooked food on a plate that previously held raw meat, poultry, seafood or eggs.

CHILL

Refrigerate promptly

Download the Chill Factsheet

Download the Cold Storage Chart

Check out the 40 or Below campaign

Refrigerate foods quickly because cold temperatures slow the growth of harmful bacteria. Do not over-stuff the refrigerator. Cold air must circulate to help keep food safe. Keeping a constant refrigerator temperature of 40°F or below is one of the most effective ways to reduce the risk of foodborne illness. Use an appliance thermometer to be sure the temperature is consistently 40°F or below. The freezer temperature should be 0°F or below.

- Refrigerate or freeze meat, poultry, eggs and other perishables as soon as you get them home from the store.
- Never let raw meat, poultry, eggs, cooked food or cut fresh fruits or vegetables sit at room temperature more than two hours before putting them in the refrigerator or freezer (one hour when the temperature is above 90°F).
- Never defrost food at room temperature. Food must be kept at a safe temperature during thawing. There are three safe ways to defrost food: in the refrigerator, in cold water, and in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.
- Always marinate food in the refrigerator.
- Divide large amounts of leftovers into shallow containers for quicker cooling in the refrigerator.
- Use or discard refrigerated food on a regular basis.

Figure 9: The four core principles to practice food safety

Appendix A: Food Safety Website Survey

This survey has been authorized by the Lovingson City Council to conclude that helpfulness and effectiveness of websites that contain information about food safety and foodborne illnesses. Please take the time to look at the three websites that we have provided and circle that answer that best reflects your personal opinion of the website. We value your feedback and opinions on these different websites.

Food Safety Website

Visual Appeal:

- The color scheme of the website was attractive and inviting.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree
- The layout of the text and images made the website attractive.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree
- The font was large enough to read.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree

Content:

- I found the information to be informative.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree
- I found the information to be clear and easy to understand.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree
- I found the information credible and reliable.
1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree

User-Friendliness:

1. The website was easy to navigate.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

2. The website was grouped by topic.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

3. The different information on the website was easy to find.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Fight Bac! Website

Visual Appeal:

4. The color scheme of the website was attractive and inviting.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

5. The layout of the text and images made the website attractive.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

6. The font was large enough to read.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Content:

4. I found the information to be informative.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

5. I found the information to be clear and easy to understand.

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

6. I found the information credible and reliable.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

User-Friendliness:

4. The website was easy to navigate.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

5. The website was grouped by topic.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

6. The different information on the website was easy to find.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

Food Safety News

Visual Appeal:

7. The color scheme of the website was attractive and inviting.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

8. The layout of the text and images made the website attractive.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

9. The font was large enough to read.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

Content:

7. I found the information to be informative.
- | | | | | |
|-------------------|----------|---------|-------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |

- | | | | | | |
|----|---|----------|---------|-------|-------------------|
| | Disagree | | | | Agree |
| 8. | I found the information to be clear and easy to understand. | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |
| 9. | I found the information credible and reliable. | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |

User-Friendliness:

- | | | | | | |
|----|--|----------|---------|-------|-------------------|
| 7. | The website was easy to navigate. | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |
| 8. | The website was grouped by topic. | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |
| 9. | The different information on the website was easy to find. | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| | Strongly
Disagree | Disagree | Neutral | Agree | Strongly
Agree |

Thank you for completing this survey concerning the helpfulness of these websites with information concerning the food safety topic. If you have any comments to make on this subject, please use blank space on the back to do so. If you have any questions, please contact Mary Michael at (454) 475-8790, ext. 60.

After completing this survey, please save it as a document and email it to hknconsultingcompany@gmail.com.

Appendix B: Food Safety Website Survey Results

The survey was shared through the HKN Consulting Company's Facebook page. There was a total of 100 participants in the survey. The following tables show the results as a percentage out of 100.

Table 1: Visual appeal survey results

	Food Safety Website	Fight Bac! Website	Food Safety News
Percentage	50	70	38

Table 2: Content survey results

	Food Safety Website	Fight Bac! Website	Food Safety News
Percentage	45	60	40

Table 3: User-friendliness survey results

	Food Safety Website	Fight Bac! Website	Food Safety News
Percentage	100	50	55

Appendix C: Hannah Adams's Minutes

HKN Consulting Company

Weekly Progress Meeting

Library, Friday, October 12, 2018,

1:00 PM

AGENDA

Call to Order- 1:15 PM

Present- Jordan Jones, Hannah Adams, Nanci Arevalo

Approval of Agenda: Hannah moved, seconded by Nanci. Passed unanimously.

Previous Minutes Approval of minutes of last meeting. Jordan moved, seconded by Hannah. Passed unanimously. Items arising from Minutes (if any): None.

Reports:

- Hannah reported that the logo is complete. She presented the digital logo to the group. The title page of the report will be done next week.
- (Jordan and Nanci) The survey is being completed. It will be published on Sunday by 11:59 PM. Jordan and Nanci asks group members to distribute the surveys to their peers.

Other Items Next Meeting (Nanci) Meeting will be held on Wednesday, November 8th at 9 PM. Hannah asked if the meeting could be held earlier. This was impossible. Due to scheduling conflicts, 10 o'clock was the only available time. A vote was taken on whether to hold the meeting in the library. It passed. Each member will present their completed assignments for the project. The group will analyze and edit the report together. If that meeting doesn't complete everything another meeting will be scheduled. This was agreed on unanimously.

New Business There was no new business.

Adjournment Hannah moved that the meeting be adjourned. Passed unanimously. Meeting ended at 3:00 PM.

Appendix D: Nanci Arevalo's Minutes

HKN Consulting Company
Weekly Progress Meeting
Classroom 104, Friday, October 7, 2018,
5:00 PM
AGENDA

Call to Order- 5:30 PM

Present- Jordan Jones, Hannah Adams, Nanci Arevalo

Recording Secretary: Jordan Jones

Approval of Agenda: Hannah moved, seconded by Nanci. Passed unanimously.

Previous Minutes Approval of minutes of last meeting. Jordan moved, seconded by Hannah. Passed unanimously. Items arising from Minutes (if any): None.

Reports: (Hannah) Group participated in lab workshop during class time. Each member was assigned an individual website to analyze. An outline was created. We will begin researching each designated food safety website. Everyone will also be working on assigned tasks individually over the weekend. The Google doc and power point for the formal report was created by Hannah that evening.

Other Items Next Meeting (Nanci) Meeting will be held on Wednesday, October 12th at 1 PM. Findings and individual analysis for each website will be presented at the next meeting. The meeting will be held in the library. Each member is expected to be present and on time. The group will examine current progress and make any necessary adjustments to the report. An additional meeting will be scheduled before the presentation on November 26, 2018. This was agreed on unanimously.

New Business There was no new business.

Adjournment Nanci moved that the meeting be adjourned. Passed unanimously. Meeting ended at 6:15 PM.

Appendix E: Jordan Jones's Minutes

HKN Consulting Company

Weekly Progress Meeting

Library, Tuesday, November 20, 2018,

3:00 PM

AGENDA

Call to Order- 3:10 PM

Members Present- Jordan Jones, Hannah Adams, Nanci Arevalo (3:20)

Recording Secretary: Jordan Jones

Approval of Agenda: Hannah moved, seconded by Jordan. Passed unanimously.

Previous Minutes Approval of minutes of last meeting. Hannah moved, seconded by Jordan. Passed unanimously. Items arising from Minutes (if any): None.

Reports:

- Hannah reported that the google doc has been made. She presented the google doc to the group. She then explained what should be put each of the slides. Everyone worked on their own set of slides. The group took a dinner break, and took a vote to continue and finish google doc presentation that night: Hannah moved, Jordan second. Passed (Nanci).
- The google doc is being completed. Last minute touches due by Friday by 11:59 PM.

Other Items Next Meeting (Nanci) No further meeting necessary. Everyone should write what needs to be said during presentation over the weekend, each group member is expected to present on Monday, November 26, 2018 at 5:30PM. (Hannah) Make any final changes on google doc along with formal report. Any further questions or concerns can be brought up in the group text. Passed unanimously.

New Business There was no new business.

Adjournment Jordan moved that the meeting to be adjourned. Passed unanimously. Meeting ended at 3:00 PM.