

WDC (Website Design Committee)

Meeting Minutes 3

8/2/2016

Location:	LY-177
Date:	8/2/2016
Time:	2:00 PM
Number of Attendees:	5

Agenda items

Meetings will now be held the first Thursday of the month from 2PM - 4PM

We will be using Basecamp from now on. The notes and everything pertaining to the WDC will now be in Basecamp.

Pew Research: we went over the Pew Research page 14-20.

Design principle:

1. We added the purpose of the site.

2. We discussed the number of portals that will be suitable for the site:

Portal 1 : Undergraduate/ International Students

Portal 2 : Graduate Students and Alumni

Portal 3 : Faculty and Staff

Portal 4 : (Maybe) Distance learning Students might benefit from having their own portal or we can combine it with one of the portals above.

3. We discussed the other campuses:

Boca, Jupiter, Harbor Branch will each have its own landing page.

Davie, Dania beach, Fort Lauderdale, Port St. Lucie will be linked directly to the external libraries that provide their services.

4. We discussed a couple of the home page elements:

There will be a minimum number of words and a maximum number of words for each page on the website.

We should be able to print any page on a maximum of two 8.5 x 11 paper.

The "modified date" of each page will be displayed on the page.

We will provide a checklist to content producers to help them adhere to the design principles.

We also briefly discussed filenames format (more on that at our next meeting).

(please check the design principles document for more info).

5. Eventually there might be someone responsible for Social Media for the whole library. When the time comes, the WDC will work for that person to create a strategy for the web site.

6. WDC members please check the Basecamp project and add your contributions. Your input is greatly appreciated.

Action items	Owner(s)	Deadline
Pick out the top 5 search tab content	WDC Members	8/19/2016
Pick out the bottom 5 search tab content	WDC Members	8/19/2016
Files assessments for each department	WIT members	8/19/2016

Next meeting : **9/1/2016 at 2PM**