

WDC (Website Design Committee)

Meeting Minutes

1/19/2017

Location:	LY-177
Date:	1/19/2017
Time:	2:00 PM - 4:00PM
Number of Attendees:	5

Agenda items

- Design Principles
- Page Creation Checklist
- Wysiwyg (first touch)
- Importance of page summary for search result.
- Staff page creation (demo)
- Website documentation and references.
- Miscellaneous

Action items	Owner(s)	Deadline
Create a staff page in Drupal	WDC Members	1/26/2017
Find shorter name for each department	WDC Members	1/26/2017
Install an image manager in Drupal	WIT members	1/26/2017

Next meeting : **Thursday 2/3/2017**