

WDC (Website Design Committee)

Meeting Minutes

7/27/2017

Location:	LY-177
Date:	7/27/2017
Time:	2:00 PM - 4:00PM
Number of Attendees:	4

Agenda items

Home page , staff page and a generic page Mockup

My meeting with the Dean and the upcoming meeting with the Library Leadership Team.

Design Principles

Design Guide

Design Committee

Upcoming meetings

Notes

We went over the design mockups

We discussed the takeaways from the meeting with the Dean

We discussed the need to use good terminology throughout the site

The WDC Group do some research on page length and the use of scrollbars

We discussed the search box and its functionalities

Employee profile picture will be recommended but not required

We need to review and keep updating the Design Principles

We discussed the need to have the Design Guide

We reiterated the responsibilities of the WIT members and their roles moving forward

misc...

See next page...

Action items	Owner(s)	Deadline
Come up with suggestions from the following items: Top bar, Menu, Quick links and Footer	WDC Members	Next Meeting
Library Leadership Meeting	Yom	9/9/2017
Finding case studies on page length and scrolling actions	WDC Members	Next meeting
Design Search Result Mockup page	WIT members	Next meeting
Design Advance Search Mockup Page	WIT Members	Next meeting
WYISWYG and Style Guide Updates	WIT Members	ongoing
Work on the Menu and the Footer (Theme)	WIT Members	Ongoing

Next meeting : TBD

(We are changing the time of our meetings - upcoming meetings will be held in the morning)