

WDC (Website Design Committee)

Meeting Minutes

11//17/2017

Location:	LY-177
Date:	11//17/2017
Time:	10:30 PM - 12:30PM
Number of Attendees:	3

Agenda items

- Migration Statistics
- Migration Plan
- Communication Plan
- Project Timeline
- Open Forum

Notes

Migration Plan:

We discussed how we are going to migrate the pages that do not fall under a department or unit.

Essentially we will be dividing the pages among the members of the WDC and WIT team.

I reached out to the supervisors to inquire about the "review of content" project.

We have added the "Policy" content-type and the "Employee profile" content type

The WIT continues to add staff pages

Communication plan:

We discussed the new communication plan and the recurring WDC meeting that will be held religiously every two weeks.

Project Timeline

We discussed the project timeline and everyone's task

Open Forum

We discussed the importance for each member of the group to be aware of the content of the presentation before we host the forum so we can all be on the same page.

Action items	Owner(s)	Deadline
Staff Page Migration	WIT Members	ongoing
Profile Pages Creation	WIT Members	ongoing
Open Forum PowerPoint	Yom	11/27/2017
General Pages Migration	WIT /WDC	Ongoing

Next meeting : **12/1/2017**