

Meeting Minutes – Content and Design Subcommittees of Outreach Connections
July 20, 2007

Present: Design; Molly Moore and Mark Scully

Content; Gale Dutcher, Pat Bradley (convener), Judy Rieke, Ellen Howard

We summarized the work of each subcommittee. To begin developing standards the Content Subcommittee will be compiling a repository of NHI projects and will establish the criteria re: what needs to be on the site about each project ultimately included on the site. The Design Subcommittee looked at Web sites and discussed good / bad attributes in order to develop a model for the portal.

The Design Subcommittee did not know where to go next, re: using a wiki or statistic site and how that would tie in with a blog. The group decided that this should be up to Steering Committee as a whole.

The Content Subcommittee is concerned with the static content, that is, information about projects. The issue becomes how it should be displayed. A wiki might work well if it allows participants to easily add documents and comments. This would lessen management issues.

The Design Subcommittee will look at more wiki's and software but some of the decision would be based on what's available at the host institution.

The Content Subcommittee can create the previously recommended template in Word and see how it works for selected records. The Design Subcommittee can think about desired parameters and attributes, but should not impose constraints. The technical staff will need to put the recommendations into practice and bring the requirements to the table.

[The Content Subcommittee continued a discussion after the combined meeting was closed. Each member is to take one project, create a template for it using our recommended fields and send it to Pat Bradley as a Word document by August 1 in preparation for the next conference call on August 9.]