

**Outreach Connections: Native Health Information
Technology Subcommittee
Notes on Meeting of January 30, 2008**

Present: Claire Hamasu, Scott Horlbeck, Janis Teal

Scott reviewed the status of the portal. He has developed a text-based tutorial on using the wiki to help new users get over the wiki learning curve. He volunteered to also create a tutorial capturing screen movement with audio narration. Janis suggested that he include a tip to the user to open two screens one to view the tutorial, the other to practice.

Action:

- **Scott will create a video tutorial and add the 2 screen tips to the tutorial page.**
- **Scott will add a link to Wikipedia's quick cheat sheet from the help page.**

As Pat Bradley has been adding information she has uncovered usability issues. Scott is solving those usability problems. The Creative Commons statement has been added. Scott is investigating Sphinx to improve the search capabilities on the wiki.

Action:

**Scott will consolidate the Creative Commons statement for better readability.
Claire will add to the next TC4C agenda the granularity of TC4C information in the portal.**

Scott considers the portal to be in its evaluation phase. Any information added during this time can be deleted. Janis looked at the timeline for the portal. External evaluation and publicity was to occur in January. We discussed having steering committee members experience the portal while it is in its sandbox phase and then invite attendees from the New Mexico meeting to review the portal.

Action:

- **Scott will create IDs for all the steering committee members.**
- **Janis will send out a message to steering committee members inviting to play around with the wiki until February 14, 2008.**
- **Janis and Claire will add content before the February steering committee meeting.**
- **Scott will refresh the wiki.**
- **Participants of the New Mexico meeting will then be invited to browse through the projects that are in the wiki and provide feedback.**

Decision:

- **Sandbox phase ends February 14, 2008.**
- **Hold opening the wiki for general use until after the external review.**

Scott asked about information for the front page.

Action: Janis and Scott will adapt text from the portal proposal for the front page.

Claire questioned the use of wiki terms used on the tabs etc. Scott provided an explanation of "category," "page," and "project." There was a discussion about whether

we wanted to allow people to add categories. The wiki has subcategories. These are the fields being requested on the project template. Having categories added could make the wiki more complex and difficult to use.

Decision: We will not encourage users to add categories.

Action: Scott will substitute a more appropriate term wherever wiki jargon may be confusing (e.g. “article” for “project”)

Action: The February steering committee meeting will use Live Meeting so that members can view the portal.

Notes by Claire Hamasu