

re.web

March 25, 2008

AGENDA and NOTES

Present: Ambler, Bailey, Bauserman (ex officio), Broaddus, Carpenter, Connolly (ex officio), Evans, Kane, Martin, and Wallace

Guests: Tina Coleman, Renell Franklin, and Joel Pattison

Unable to Attend: Gamage, Mellor, Donaldson, and Rojas

Agenda:

1. Project Updates
 - Design Suite – previewed all layouts
 - CMS Selection – authorized the purchase of Hannon Hill Cascade Server
 - Information Architecture Nearly Complete – reviewed the IA
 - Proposed Calendar for Go Live on July 31
 - Decision on Prototype Academic Department – adopted the A&S recommendation of the Psychology department
 - Draft Transition Plan – approved the recommended plan
2. Next Phase
 - Review Content Development Plan (writing, special interest features, photography) – approved the plan; added Brian Whitson to the Web Editorial Board
 - Business Plan for W&M Web – to be presented at the next meeting on April 11, 2008
 - CMS Implementation and Training
3. Longer Term
 - Web Policy (web style guide/policy for imagery and content; privacy statement; etc.)
 - Implement Business Plan (post re.web Project)
 - Transition Calendar for Post Go Live (priority of web sites coming into new design)

Documents for Discussion

- Information Architecture
- Go Live Calendar
- Transition Plan
- Writing Plan