

## **Minutes for Web Reevaluation and Redesign sub-committee meeting**

**Tuesday Mar 21, 2017 7-8 pm (Google Hangouts)**

Present: Anne Trudell (clerk/minutes), Mylene DiPenta (to-do notes), Chris Hitchcock, Reykia Flick. Regrets: Mary Conchelos

We began with silent worship.

We welcomed Reykia Flick to the group.

Report on tasks done since last meeting:

- Mylene: possible bug-tracking tools. We are currently looking at Pivotal Tracker and Sifter. Mylene will set up access to them for Reykia. Mylene will troubleshoot issues Chris has been having viewing things in Pivotal Tracker.
- Chris: has sent out document re user experience testing that Archives used --> one downfall of this document: would user be able to find stuff if they weren't told where to go on the site? Mylene suggested we gather more resources/examples re usability.
- Mary: questions re site's training materials about Wordpress. Mary noted in a separate email that she found that the primary training video proceeded too fast and had too many iterations of how easy Wordpress is (without solid examples to buttress this opinion).
- Anne: boilerplate template for unused committee subsites. Anne really liked using Pivotal Tracker for setting up the document she produced which she sent to other subcommittee members.

We are directing Reykia to the web evaluation documents (on our business subsite). Perhaps she can fix the things that are wrong (broken links, spelling errors, etc) in the short term.

Reykia would like to investigate what Quakers use the site for. Chris noted that she posts links in Facebook to newer material on the site. We do have Google Analytics on public and private sides of site. We need to ask Bruce to give Reykia access to the analytics.

Mylene has research work she did in her usability courses that we could look at and use as a jumping off point.

Discussion/decision on tracking tool --> we will hold this to the next meeting after tech issues are sorted out and more experience is gathered, particularly from Reykia.

Website metadata:

- who <title>@quaker.ca email goes to -- Chris asked Bruce list of quaker.ca email forwards -- even for Bruce who owns the machine it is not an easy task to generate the list - need to have a policy for and standard record keeping. The email forwards not always working.

- who has edit rights where on the site - same issues as above?
- other institutional memory aspects -- Mylene keeping a running list for now.

Who to contact Bev Shepherd about what she sees as not working in the website: we wait until Reykia has a better handle on things re the website. Reykia will let her know that site issue will be dealt with.

Next tasks :

- what would success look like re the website? Mylene bringing material to our next meeting.
- Chris still has the mindmap of the website. Mylene and Chris will go through what Chris has accumulated. Mylene will put them all in one place. (put on next meeting's agenda)
- Mylene to follow up with Glen about access for Reykia to the business side of the site
- Reykia to contact Bruce re access to Google Analytics
- Reykia to do background reading and report some of her ideas prior to next meeting

We closed with silent worship.