Web and Social Media Work Group Meeting Notes – 4/15/14

A good discussion with Gail about content management, identifying areas that need clarification or more thought, and solidifying our general understanding of the flow of work.

Decisions:

Project events entries would automatically feed up to its Center. Kjerstin would regularly check the center events listed and decide which ones would be fed up to TRI and be posted on social media.

To manage “Group” materials – explain the intent to each group owner – it is not meant as a long-term repository. Long-term documents can be uploaded to the Library and linked to.

We would send out an email to all TRI staff to remind folks to do profile, join groups, and to look at new pages and features and report any issues.

We will add “Centers” to the top Nav Bar an TRI and Center pages (Home – About – Centers – Group…) On the TRI page, the “Centers” tab will jump-link to the Icons below. On the Center pages, the “Centers” tab with be a drop down listing all the centers.

Eric will look at the CDC thumbnail and see about including the name of the center. Jeff will look at naming all the centers in the icon section of the TRI home page.

There are still some questions about what goes under Professionals – Families – Researchers

We need Ella’s help with this.

When adding documents to the Library – designate which Center/Project it goes to. Library docs and public, Materials in Groups are private.

Jeff and Eric will change the colors and fonts on the TRI Library pages so they are distinct from NCDB.

Jeff and Eric will meet with Aaron and Ingrid to get CDC conversation started.

Eric noted that the QRIS pages are a lot more work that he had thought they would be. We talked about letting Eric dedicate himself to QRIS, and that Jeff, Rox and Kjerstin will focus on the rest of the CEL pages. They will schedule meetings with the appropriate people to build and populate the other CEL project pages by the end of April.

This pushes our timeline for the CDC pages out a bit. After some discussion, Aaron talked about having two publicity "splashes" - 1) the Summer Camp splash (and full-year option) -  that would happen very soon on the current website, and 2) the New School Year splash that would happen with the new website pages later.

This plan would have the new CDC web pages go live by the end of June - in time for the second splash. And this gives us time to get ERGo and TIMS (simple one page) and CDB, CEPE and EEC (a little more complex) done in May.

We decided that the feature length stories would be posted as blogs, and Carol was (finally) give Super-Admin status – YAY!

It was noted that the newsletter has dropped off the radar. Carol, Rox and Kjerstin will meet to make a plan.

Note: Carol is going to go through all the meeting notes and create a Decision Document that contains all the concrete decisions that were made, so there is one doc to look at for the “what the heck was I supposed to do here?” moments.