WEB ADVISORY GROUP

Minutes
Monday, October 28, 2002

Present: Brown, Eyman, Ford, Gallagher, Garland (Chair), Handman, Kupersmith, Lake, Ronnigen, Stirling (ex officio), Williams

1. Introduction of Group members.

2. ACTION ITEM: Announce WAG's membership to all library staff (Garland)

3. Review of Charge

   Evaluation of priorities:
   A. Mission statement/vision
      a. Consider overriding principles and assumptions
      b. Use to help define "scope" of web site
      c. Balance policy issues v. implementation
      d. Place web site within larger context
      e. Discuss marketing and outreach role of website
   B. Scope
   C. Design Principles
   D. Roles and responsibilities
   E. Unranked items remaining in WAG charge:
      b. Ongoing evolution and viability
      c. Usability testing
      d. New tools to enhance user productivity and easy compliance
         With procedures and standards
      e. Create task groups to pull in additional Library staff and users
         for input

   ACTION ITEM: Prepare to discuss WAG mission statement at next meeting
                (All)

   ACTION ITEM: Review PEAS Final Report (All)

   ACTION ITEM: Identify three web sites that you find functional/attractive for
                consideration as models and set up a time with the Web
                Services Manager to review these and your current
                website.(All)

4. Discussion of the Web Services Group, a sub-group to WAG, and its role vis-avis
   WAG.