

Web Advisory Group
Minutes of Jan 6, 2003 Meeting –FINAL

In Attendance:

Bill Brown, Ilan Eyman, Gail Ford, Kathleen Gallagher, Jill Garland (chair), Gary Handman, John Kupersmith (recorder), Jim Ronningen, Isabel Stirling, Bruce Williams.

Absent: Janet Garey

I. Housekeeping

Announcements:

James Lake is no longer a WAG member as he has moved to a new position with Electronic Publishing Assistant III.

The “other web group” is now the Web Implementation Group (WIG).

Minutes – Approved, as mailed

II. Finalize change procedure

The group discussed Jill’s flowchart of 12/17/02, which is an internal document.

This procedure provides a central point (possibly a web form) for staff to submit a variety of requests for work such as web development, programming, graphics, forms, scripting, etc. Requests will be reviewed and sorted by Jill and her staff, and managed using help desk software. Routine content updates may be handled in a different way, perhaps automated. Material will be mounted on 3 servers in sequence: development, staging (test), and production.

Issues discussed included: need to be clear about how priorities are set; need for quality assurance; importance of spotting patterns and “global implications” in requests; need to avoid bottlenecks in workflow; need to incorporate usability testing in the development process.

Flowchart approved with minor changes resulting from this discussion.

ACTION ITEM: Jill to produce final version of flowchart.

ACTION ITEM: Jill to draft a Service Level Agreement to address the issue of priorities.

ACTION ITEM: Jill and John to discuss expanding our cadre of usability testers.

III. Copyright notice

WIG will decide between the two alternatives presented in the agenda. The format incorporating a range of years seems to be emerging as a standard.

This led to discussion of two related topics:

Photo releases (i.e., permission forms for people who are recognizable in photos).

Relationship between WAG and WIG; need for communication between these groups; need to make sure each group is dealing with the appropriate issues.

ACTION ITEM: WAG members to look at WIG web site.

< <http://www.lib.berkeley.edu/Staff/wag/wig.html> >

Call for volunteers to write website policy was deferred until next meeting.

IV. Other questions that we can begin answering now.

Deferred until next meeting.