

Webex with Omniupdate
Meeting Minutes
April 25, 2014, 3:00-4:00 p.m.

Attendees: Alisa Harrison, Vinit Varghese, Caroline Spooner, Chien Shih, Robin Latta-Lyssenko, Chris Dubeau, Deepa Prasad, Linda Koyama

1. Review of website: Overall Robin is very happy with everything. There are a few changes Robin is requesting:
 - Would like the text to be a little darker. (CSS change) Chris will take care of it.
 - Footer listing the stories' titles is a very long list. Chris will change it so that it will only be one line, truncating the title after 22 characters and using "...". Seven stories can be shown at a time; no limit to how many stories you can enter.
 - Would like a place to enter a caption under the story picture on the individual story page. Vinit is working on it using Chris' snippet (table). Need to be careful using tables regarding a responsive design.
 - When expanding the individual stories, there are extra dots that need to be removed. Needs to be set to it's own custom class. Also "previous story" and "next story" spacing must be corrected. Chris will update.
2. Content is up-to-date, with only a few minor edit changes possibly by Robin.
3. Explanation of Go live process by Vinit.
 - The website is currently publishing to the foundationtest.fhda.edu server. When the site goes live, it will be on a completely different server.
 - Need to copy everything that's on the production test server to the new server.
 - Then you need to add the new credentials to the site setting and actual folder locations.
 - OU Campus will then start publishing to the new server.
 - Then do a site re-publish.
 - If there are links hard-coded pointing to foundationtest.fhda.edu, you can do a find and replace to change the links.
 - We will keep the test url for one week once we go live.
4. Once the new person is hired, Robin will be the approver before any changes go into production.
5. Timeline to go live:
 - We will freeze any changes on Wednesday, April 30th. Then we will start migrating on May 1st and 2nd and officially go live on May 5th.
 - Hopefully everything will be stable by mid May.
 - Asking OU to be on standby in case any issues come up.
6. Next step: Migration of District website using Foundation's design as a framework.
 - Create mock-up for District kick-off meeting.
 - Start to think about user training as well as technical training for ETS team.
 - OU will schedule web training for Deepa, Chris and Linda.

- Depending on the scope of the changes needed to accommodate the district webpages, OU can recommend a third party (Michael will be in touch).
- Best place to start is with wireframing; looking at current content, determine the needs and see if Foundation templates will work or if whole new templates need to be designed.