

Agenda

1. **Current status**
 - Lesson learned from other departments
 - Review the converted chancellor office web site from Manila
2. **Design methodology and how the converted pages will work**
 - a. Slider structure
 - b. Tile and directory
 - c. OU editor
 - d. Graphics
3. **Time line**
 - a. January 13th , 2015 kick off
 - b. March 11th , 2015 go live
 - c. Weekly project team meeting (Tuesday 1-2 pm?)
 - d. Project team members

dedicated project web site information:

<http://ets.fhda.edu/projects/district-website-conversion/index.html>
4. **Responsibility**
 - a. **Technical**
 - i. Test instance maintenance
 - ii. Design layout, directory setup, tile setup
 - iii. Training of the functional users to use OU
 - iv. Support
 - b. **Functional**
 - i. Web site structure design
 - ii. Content clean up
 - iii. Content selection and association to the structure design
 - iv. Testing and maintenance of the web site