

Web Redesign Strategic Team Member Meeting
January 22, 2009

Meeting Minutes

Attendance: Brian Baker, Phong Banh, Lisa Burl, Daimon Caulk (New City Media), James Caulk (New City Media), John Coliton, Isabelle Doucet, Vicki Duggan, Bret Eaton, Kim Emery, Ruth Gill, Ever Grier, Dan Gutwein, Kani Holt, Kathy Kessler, Margaret Latimer, Vivian Lawyer, Ed Palaszynski, Christie Partlow, Martha Price, Sanjay Rai, Karen Roseberry, Dean Schleicher, Michael Sellmeyer, Mary J. Staley, and Chris Walsh.

Discussion Points:

- Leadership and Strategic teams introduced
- Introduction of New City Media Team
- Overview of the web design process
- Sample of New City Media portfolio of other higher education web sites
- Reviewed project
 - Progress to date: completed research, interviews and mental models
 - Review of past deliverables: interview transcripts, wireframes from wireframe exercise and mental models
 - Insight into upcoming deliverables: site map and wireframes
- Answered questions and provided feedback regarding concern of faculty counselors voice being heard in interview process as well as the parent/family member influence
- Provided link and password to online form to gather more feedback/comments from faculty and staff
- Faculty and staff notified that they have one week to respond to the survey

Next steps:

- Site map deliverables

Action Items:

- The survey URL and password was sent to the strategic team by email on 01-22-09. The deadline for this form is January 30th, 2009.
- Another strategic team meeting will be scheduled in the coming weeks.

Updated information on the web redesign project can be found at <http://www.montgomerycollege.edu/redesign/>. Please visit often!