

## re.web

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March 25, 2008

### ***AGENDA and NOTES***

**Present:** Ambler, Bailey, Bauserman (ex officio), Broaddus, Carpenter, Connolly (ex officio), Evans, Kane, Martin, and Wallace

**Guests:** Tina Coleman, Renell Franklin, and Joel Pattison

**Unable to Attend:** Gamage, Mellor, Donaldson, and Rojas

### **Agenda:**

1. Project Updates
  - Design Suite – previewed all layouts
  - CMS Selection – authorized the purchase of Hannon Hill Cascade Server
  - Information Architecture Nearly Complete – reviewed the IA
  - Proposed Calendar for Go Live on July 31
  - Decision on Prototype Academic Department – adopted the A&S recommendation of the Psychology department
  - Draft Transition Plan – approved the recommended plan
2. Next Phase
  - Review Content Development Plan (writing, special interest features, photography) – approved the plan; added Brian Whitson to the Web Editorial Board
  - Business Plan for W&M Web – to be presented at the next meeting on April 11, 2008
  - CMS Implementation and Training
3. Longer Term
  - Web Policy (web style guide/policy for imagery and content; privacy statement; etc.)
  - Implement Business Plan (post re.web Project)
  - Transition Calendar for Post Go Live (priority of web sites coming into new design)

### Documents for Discussion

- Information Architecture
- Go Live Calendar
- Transition Plan
- Writing Plan