Web Development Group 12/09/08
Present: Candido, Cantrell, Dixon, Juhl, Lennertz Jetton, Nutt, Walker
Action items in yellow.
1. Minutes from 11/11/08 meeting
   approved

2. Usability Survey
   Juhl had previously distributed a combined list of survey tasks. Lennertz Jetton had installed
   Camtasia on the 472B computer so that the group could conduct a “stress test” of recording an entire
   interview. The procedure worked. Thanks, Lora! **Wording on a few questions needs to be modified.**

   Young has approved a $100 budget for gift cards.
   Juhl has contacted the IRB who requests that we submit an application for Human Subjects review.

   The group decided to start with 10 undergraduate students then do a followup week with 10
   graduate students. The group discussed the time frame for the study and decided to focus on the
   week of January 26th. Before that time:
   
   • Juhl will submit the approval form to the IRB.
   • Candido will purchase the gift cards.
   • Boyd will work with her student assistant on a lobby and desk poster to advertise the
   study.
   • Juhl and Lennertz Jetton will work with Reference and Systems to have the Camtasia
   software installed on the east reference desk station (after the configuration is set in the new
   year)

3. Server Maintenance over the holidays
   Cantrell reported that over the winter break several servers will be rebuilt. Systems plans to back up
   the web site to a fall-back server during that time.

Next meeting: Tuesday, January 13th at 11am in room 472B.

Respectfully submitted,
B. Juhl 6 oz.