

Website Advisory Committee
Meeting Minutes
9:00 a.m., February 13, 2008

Attending: Linda Holiner, Jeffrey Seaman, Dave Stapleton, Dave Ramsay, Barrie Clough

Minutes of January 23, 2008 were approved.

Jeff will check that the log is set correctly on the new server. The log provides usage statistics.

There are two types of problems with the information on the website:

1. Incorrect information. To correct it, send the correction to Barrie (info@doverma.org), who will forward it to the webmaster to correct on the website.
2. Missing information. Information could be missing from a committee or there may not be a place for the organization on the website. Carol is working on getting a list of those organizations not present on the site.

Another major difficulty with the website is its organization. Many important topics are difficult to find and poorly labeled, i.e. links are less than descriptive. For example, major organizations are listed in the website under **Telephone Directory**. We decided that there should be two main paths on the site: one for FAQs and one for town organization. Since most users do not enter from the home page, the navigation must be available on all subpages.

We discussed other deficiencies on the site such as misleading information and inadequate search engine. Do we need the existing links to Other Government Sites? Not all those links work. Also there is a write-up there on Dover written by the State. Do we want to keep it?

We are still working towards getting a template to give to the committees and Boards, which will help identify missing information. It is clear that most of the issue is non-technical and more a matter of maintaining correct information.

Action Items for Next Meeting

1. Jeff will start to create prototype of menu system for new website.
2. Linda to develop template to use with committees and boards.

Next meeting: February 27.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner