

**Web Group Meeting**

*February 4, 2015| 11:30 am – 12:00 pm Eastern | Ian Robertson, Group Lead* [Name]

**MINUTES**

## Meeting Logistics

|  |  |
| --- | --- |
| Meeting Location | Go To Meeting |
| Dial in number & PIN | United States +1 (213) 493-0007  Access Code: 313-791-053 |
| Web connection | <https://global.gotomeeting.com/join/313791053> |

## Invited

Web Group

## Attendees

* Paul Wilson
* Mark Roberti
* Ian Robertson

## Apologies

* Mark Brown

## Minute Taker

Ian.

## Agenda

| **Item** | **Responsible** |
| --- | --- |
| **Introductory remarks**  **Ian**: Opened the meeting, noted that Mark B had sent apologies and thanked the others for attending. | **Ian** |
| **Previous meeting minutes approved**  Since this was the inaugural meeting of the Web Group there were no prior minutes to approve. | **Ian** |
| **Website Design**  **Mark R.:** Felt that any changes to the site design should be coupled with changes that we will make to the back end. In other words, we need the underlying structure and tool for content management to make sure that any design is compatible.  It was suggested that we couple efforts on site design with that to analyze CMS tools.  Agreed unanimously.  Mark offered to consult with his company’s web designer to establish: | **All** |
| **Training Companies Page**  **Mark R.:** I | **All** |
| **Website Conversion from WordPress**  **Ian:** T | **All** |
| **Website Content Management**  **Ian:** U | **All** |
| **Handling Website Inquiries**  **Ian** will put these together, since Treasurer spot is vacant until January 1. | **All** |
| **Any Other Business**  There was none | **Ian** |
| **Adjournment**  The meeting was adjourned at 16:20. | **Ian** |