



— Meeting Minutes —

Topic/Subject: CCOG Website Renewal Progress Update Meeting

Date: March 15, 2017

Time: 11:00 am (PST)

Location: Teleconference

Attendees:

Name	Initials	Affiliation
Mark Burns	MB	CCOG
Adam Soltys	AS	Hatfield
Jason Suwala	JS	Hatfield
Sophie Tourangeau	ST	CCOG

Agenda:

Item	Agenda
1	Review of Development Site
2	Plan for Presentation to CCOG Members

Minutes:

The teleconference began at 11:05 am PST.

AS presented the project landing page with links to the development site, project documents, and a record of meeting actions.

AS mentioned how the website code is now available on github.com under the Hatfield Consultants organization and explained how it can be accessed and edited there by anyone wishing to contribute modifications to the website in the future.

JS asked whether it would make sense to move the code under the NRCAN Github organization. MB proposed that a CCOG organization be created by Hatfield and credentials and instructions given to ST.

AS and JS presented the development site and gave a tour of the pages that have been implemented. MB asked whether the site was responsive for mobile viewers and had metadata tags for SEO and WCAG markup in place. AS responded that these features were not implemented yet but will be in place before project launch.

ST reminded that all images used on the site need to be properly sourced and asked that a list of selected images be sent to her for review and proper citation.

ST asked whether Hatfield is still comfortable with presenting the site to the CCOG membership at their next meeting on March 23. AS and JS affirmed. JS asked for a breakdown of what to expect at the meeting and how the demo should be conducted. ST said the meeting will be conducted over WebEx and MB offered to provide a 5 minute introduction of the project before handing over to Hatfield to give insight about the design decisions that were made and a demo of the site. ST offered that Hatfield could join the meeting at the beginning and listen to the roundtable and preliminaries before being invited to present after half an hour or so.

The meeting concluded at 11:40 am PST.

Actions:

Open Date	Description	Assigned To	Due Date	Completion
Mar 15 th	draft new content and send to ST for review	AS/JS	Mar 20 th	OPEN
Mar 15 th	setup a CCOG organization on github and upload the website code there	AS	Mar 22 nd	OPEN
Mar 15 th	ensure the website is responsive, has appropriate meta tags and adheres to WCAG	AS	Mar 22 nd	OPEN
Mar 8 th	review the catalogues of geomatics images that ST sent out and select candidates for inclusion on the website. Notify ST of the selections so she can provide appropriate citations.	AS	Mar 14 th	OPEN
Mar 8 th	setup a landing page with links to pertinent project documents and a link into the working copy of the development website	AS	Mar 14 th	Mar 10 th
Mar 8 th	provide a list of issues that are of interest to CCOG and descriptions that can be featured on the website	ST	Mar 14 th	Mar 10 th
Feb 15 th	provide a listing of organizational members for the membership page	ST	Mar 14 th	Mar 10 th
Feb 15 th	provide a starting list of links for the datasets/resources directory	MB	Feb 21 st	Feb 16 th
Feb 15 th	provide up to date Terms of Reference documents	ST	Feb 21 st	Feb 15 th
Feb 15 th	provide any interesting images and media that we can incorporate into the site design, potentially from EO and Lidar sources	ST	Feb 21 st	Feb 24 th
Feb 15 th	provide additional content like interesting case studies and partnerships to be featured	MB	Feb 21 st	OPEN
Feb 15 th	produce the website assessment report	AS	Feb 21 st	Feb 21 st