– *Meeting Minutes* –

Topic/Subject:	CCOG Website Redesign Kick-off meeting
Date:	February 15, 2017
Time:	10:00am (PST)
Location:	Teleconference

Attendees:

Name	Initials	Affiliation
Mark Burns	MB	CCOG
Jo-Anne Dohar	JD	CCOG
Jamie Gairns	JG	Hatfield
Adam Soltys	AS	Hatfield
Jason Suwala	JS	Hatfield
Sophie Tourangeau	ST	CCOG

Agenda:

Item	Agenda
1	Introductions
2	Project Plan
3	What Hatfield Needs
4	Logo and Template Design Discussion
5	Target Audience Discussion
6	Discussion on Content and Headings

Minutes:

The teleconference began at 10:00am PST with a brief round of introductions. ST introduced CCOG and NRCan's role and JS introduced Hatfield.

ST clarified that regarding the WET templates there is no need to use the canada.gc.ca template directly. CCOG is an independent body so is not bound to the Canada.ca branding or website guidelines. JD pointed out that we just need to adhere to the WCAG standard at that use of the WET provides a good starting point.

JS offered that we will be following GoC content guidelines.

MB elaborated on the contrast in the difference in target audience between CCOG and GeoAlliance. Namely, the CCOG does not have a mandate to do public outreach or marketing so the website should be more of a brochure site without extraneous educational material but perhaps some contextually relevant links to other resources and partners. The overall size and scope of the site should remain comparable to the existing site and focus on presenting what CCOG is, what CCOG does, what CCOG's mission is and who's CCOG's member organizations are.

ST identified a member listing as a relevant resource to include on the site. There is a question as to whether to publish individual member contacts or just a list of member organizations. ST noted that the site should focus just organizations (and not individuals) for now.

MB identified a consolidated directory listing of Geomatics data sets and resources that are unique to individual jurisdictions and not necessarily available on Geobase as a potentially valuable resource to develop. Future plans could include a federated search feature but this was deemed out of scope for our current project.

ST clarified that CCOG publications are limited in number and are mostly internal. Public ones are published on Geoscan (http://geoscan.nrcan.gc.ca) so there is no need to duplicate them on the CCOG website. However, linking to Geoscan reports that showcase CCOG's work could be of value. The two publications of interest for the CCOG website are the "*Canadian Geomatics Environmental Scan and Value Study*"[1] and the "*Environmental Scan on the Operational Use of Remotely Piloted Aircraft Systems (RPAS) for Geomatics Applications in Canada*"[2].

JS pointed out that it's best not to devote a section to news and recent publications if these content items won't be updated regularly. All agreed and decided that items with a date stamp (such as news and events) should not be included in the CCOG website at this time.

For the logo design, MB suggested a map of Canada and the bilingual CCOG / COCG abbreviation as elements to incorporate in the logo design. ST and MB noted that the logo is not going to be used for business cards or other promotional works, but could be used on material for CCOG's AGM, and by

---

[1] Available in summary format online at http://www.nrcan.gc.ca/earth-sciences/geomatics/canadas-spatial-data-infrastructure/cgdi-initiatives/canadian-geomatics , and on Geoscan at http://geoscan.nrcan.gc.ca/starweb/geoscan/servlet.starweb?path=geoscan/fulle.web&search1=R=296426

[2] Available on the Geoscan at http://geoscan.nrcan.gc.ca/starweb/geoscan/servlet.starweb?path=geoscan/shorte.web&search1=R=299120

members of CCOG on their websites. MB requested that the logo be provided in source vector (Adobe Illustrator) format, and in several raster sizes and formats (PNG, JPEG, etc.).

MB suggested the revised CCOG website could highlight how CCOG collaborates and has relationships with its various members and partners.

ST stated that the website should be delivered as a bundle of static HTML/JS/CSS that will be passed on to SSC so there will be no need for Hatfield to access the server directly and manage the deployment.

MB suggested for the template design we may want to incorporate a large fixed background image and incorporate interesting imagery from Earth Observation: Satellites images, striking elevation, LIDAR, spectral images, moving slopes, 3D point cloud, etc.

The meeting concluded at 11:05am PST.

Actions:

Open Date	Description	Assigned To	Due Date
Feb 15th	provide a listing of organizational members for the membership page	MB/ST	Feb 21st
Feb 15th	provide a starting list of links for the datasets/resources directory	MB/ST	Feb 21st
Feb 15th	provide up to date Terms of Reference documents	ST	Feb 21st
Feb 15th	provide any interesting images and media that we can incorporate into the site design, potentially from EO and Lidar sources	MB/ST	Feb 21st
Feb 15th	provide additional content like interesting case studies and partnerships to be featured	MB	Feb 21st
Feb 15th	produce the website assessment report	AS	Feb 21st