

Questions to ask sponsor:

- What exactly is expected of us?
  - Specific deliverables?
  - **Basic designs, look and feel, design options to present [to the dean, other people]**
  - **Designs and architecture type**
    - **How will it be laid out**
  - **At least some sort of wireframe**
- What tools can we use?
  - **Lab computers, adobe products**
  - **Access to web servers**
    - **Sandbox**
    - **Experiment w/ wordpress**
  - **Can work to make things happen**
- What skills do you expect us to have / want us to learn?
  - **Communication is big**
  - **Main concern: aesthetics**
  - **Accessibility -- make design friendly to people w/ sight impairment, etc**
- How much time do you expect us to put in each week?
  - **No expectations, really**
  - **Meet maybe weekly, every other week**
    - **At least weekly with Matt**
- How much coding is required?
- Is Thursday 2-3pm good for everyone **every week**?
  - **10-12pm / mornings usually better for faculty**
  - **Weekly meetings depend on week-to-week basis**
- Main concern: lack of Google Analytics
  - Can learn, but elaborate on what's expected?
- What are our resources?
  - Are there more people we can contact regarding the project?
    - **Communications office -- mainly**
    - **Can connect to support office**
    - **Can work something out for software/etc needs**
    - **Task force committee: what direction should we go?**
    - **Database questions: communications office**
    - [rfarmer@uci.edu](mailto:rfarmer@uci.edu)
      - **Bob**
      - **Has pretty much open door policy**

When should we (as a team) meet (weekly)?

- Dependent on schedules -- varies on a week-to-week basis (i.e. work)
- Preferably weekdays

\*WEEK 1 MEETING:

- Decide after Thursday's lecture

#### Individual strengths/weaknesses/skills:

##### April

- Skills: some html/css knowledge, some experience with web and graphic design, Adobe Photoshop
- Weaknesses: programming (remembering)
- Strengths: :D

##### Celine

- Skills: HTML/CSS, Python, Javascript, a little bit of Java and SQL, Experience with Redesign(thank you INF 132),
- Strengths: Presenting, Facilitating, Editing content like on docs and stuff, Hardworking
- Weaknesses: Programming knowledge is limited since I don't do it as often as I want to hehehe

##### Chanelle

- Strengths: some experience with photo editing, PowerPoints
- Weaknesses: don't really know HTML, no experience with WordPress
- Skills: some Java, MySQL, Python, C/C++

##### Eric:

- Skills: some experience designing / redesigning website and mobile app, Python, HTML, CSS, PHP, SQL
- Strengths:
- Weaknesses: slow at coding and programming, no experience with WordPress

##### Juston

- Strengths: code, works well "on the fly" (lol)
- Weaknesses:
- Skills: Python, JavaScript, HTML/CSS, React.js
- Expects people to work hard and contribute