Uniweb Amigos Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | March 7, 2017 | 2pm |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Meeting called by | Donald Petkus |
| Type of meeting | Opening meeting |
| Facilitator | Donald Petkus |
| Note taker | Ben Witchell |
| Timekeeper | Ben Witchell |
| Attendees | Lopel, Onye, Steven, Ben, Donald, Martin |

## Agenda topics

|  |  |  |
| --- | --- | --- |
| 2pm-2:15pm | dicussing whats happening with the site | whole group |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | We are discussing the site that we have done so far and what we seem to be having trouble with so far for example | | |
| We have the login done currently that allows you to login.  We have list of faculty’s that are only available for certain roles and marketing manager can see them all.  We are currently having a problem with the commenting where everyone can comment, we need to have it where only signed in user’s comment.  We changed the current idea on how the website is going to look.  Records the accounts that are created on this site.  The admin is the only one that can upgrade accounts to the site  Captcha crated for each site  Terms and conditions are not done yet and needs to be created.  Marketing manager needs to be sorted currently because they cannot currently comment on files uploaded.  Statistics needs to be working for the site.  Recording of when the student had last logged in or if first time welcome them. | | | |
| Conclusions | We have currently concluded that the commenting system needs to be sorted where only signed in users can comment | | |
| We have also decided that the terms and conditions needs to be sorted for the site. | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
| Commenting needs to be fixed | | Donald | 14/03/17 |
| Terms and conditions needs to created | | Steven | 14/0317 |

|  |  |  |
| --- | --- | --- |
| 2:15pm-2:30pm | discussing the logo creation | whole group |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | We also discussed the log needs some work to be completed. | | |
| We discussed as a group that the top logo needs to be created for the site with having been set at the side. | | | |
| We discussed that the main logo needs to be revised and fixed also. | | | |
| Conclusions | The conclusion is that two logos needs to be created by the site. | | |
|  | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
| Main logo will need to be done for the site | | Martin | 14/03/17 |
| There needs to be a top logo for the site | | Martin | 14/03/17 |

|  |  |  |
| --- | --- | --- |
| 2:30pm-2:45pm | the testing needs to be done | whole group |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | We have discussed that the site needs tested because currently we need to test and find any of the errors that needs to be done. | | |
| The login needs to be tested and works correctly | | | |
| The commenting and on the site and the links needs to be working correctly. | | | |
| Conclusions | All the testing needs to be finished by next week and any errors are working. | | |
|  | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
| Testing of the login needs to be done and any errors recorded | | Onye | 14/03/17 |
| Testing of the links and commenting needs to be tested and errors recorded to be changed. | | Onye | 14/03/17 |

|  |  |  |
| --- | --- | --- |
| 2:45pm-3pm | unique selling point for the site | whole group |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion | We discussed that there needs to be a good selling point for our site. | | |
|  | | | |
|  | | | |
| Conclusions | We discussed a unique selling point for our site. | | |
|  | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
| Selling point made for the site | | Lopel | 14/03/17 |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| [Time Allotted] | [Topic] | [Presenter] |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion |  | | |
|  | | | |
|  | | | |
| Conclusions |  | | |
|  | | | |
|  | | | |
| Action items | | Person responsible | Deadline |
|  | |  |  |
|  | |  |  |

|  |  |
| --- | --- |
| Observers | Lecturer |
| Resource persons | N/A |
| Special notes | Lopel |