deCastro – Meeting Notes from 10/20/17   
Presenting Prototypes to IT group(including ISO & PIO)  
  
Project 3 Deliverable

* Meet sequentially with groups. Combinations/individuals. End user requirements
* Lowela POC for in-between. Mike our POC.

Meeting Structure?

* Share with IT staff our prototype.

Attendance:

* Jeff/Lowela
* Mike/Brandon/Me/Matt

Matt - present prototype at high level. Waiting on ISO & Lowela

First prototype.

* Jeff: Easier then two tab method.
* Status bar: way to communicate with staff. Animated light. Scrolling banner/text with status bar maybe if one of the things is red. ESPN: news text at the top. Maybe a pop-up though of status? They seem to like that. No blinking text.
  + Maybe not on the left, maybe to the top. Give more room to the news/article
    - John Carr on media.
* ABIS/TRACE login.
  + Trace login could do it
  + ABIS - would have to contact vendor
* Accordions in each sections as there are a lot of sub areas/links.
* Add Content
  + Content - Images/API/etc.
  + Feature Image
  + How? Each unit would have their own category. Each post would say which dept posted it.
  + Carousel could display all the different content.

Second Prototype

Third Prototype

Mobile responsive.

Themes.

ABC Offices - Photos for each office and phone numbers.

* 25 remote offices.
* Let each office edit their own phone numbers and stuff.
* What about active directory? Automate it instead of manual input.

Thoughts of different themes?

1st too simple.

2nd/3rd more modern/newspapery.

What about other (paid) themes?

Maybe show mock-ups to users and see what kind of themes appeal to users and stuff.

Maybe have something different looking from external website to differentiate.

Logo website contest.

Footer - text and stuff cause it is external.

Check if required aha

What gets used the most?

* Employee transaction. IT>Employee Transaction. Form that gets copied/paste. For service request to IT. New hires/terminations. Form with input validation and gets sent to email when submitted.
* Method for gathering this info?
  + Survey, shut down cause face to face better.
  + For each individual group/dept, more for their own groups.

Integrating with Sharepoint? Content/file distribution portal.

* Jeff: maybe not worry about integrating it into sharepoint until we get sharepoint.

CMS: content pages

* Can each unit have their own content slideshow ? yes
* # of contributors? No limit, just for them.
* Could contributor bring down site with adding content? No ~
* Security: update process is automated. Plug-in's have to be manually updated.
* Dashboard/Back-end. Someone in IT would have this view.

What gets used the most?

* ABIS login
* External Website link
* Employee transaction form on homepage aha
* Forms
  + Everyone just goes through DAS drive. Some go through drive or intranet.

Calendar feature

* Events. Changes, ice-cream parties, etc. status changes and stuff.
* Main calendar. With each unit, maybe categorized and stuff.

Mediator for content additions/edits.

Database - MySQL. It updates automatically.

Randy/John - managers/boss?

Test 2

* Image sizes on homepage for content/articles.
  + There is some automation for image sizing, depends on original photo.

Get his requirements, meet with him more