- Take complete snapshop of Current analytics - For Low and Mid (DOES NOT MAKE SENSE. STRAIGHT TALK ONLINE IS A DEAD DUCK RIGHT NOW)

- Define and Set Goals - set simpler goals so that we can showcase more conversions. (YOU DONT HAVE TO. ALL THAT CAN COME AS PART OF MAINTENANCE PHASE. RIGHT NOW, WE WANT ONLY FIGURES OF TRAFFIC, DWELL TIME ETC)

- SEO - Alexa Ranking, Page Ranking and DA ranking- Current (SAME AS ABOVE)

- Seo check list for HTML (YES, NEEDS TO BE MADE)

- SEO - Schema.org Integration - Show the difference from now to after in the Google search results. (THERE IS NO NOW, SO NO COMPARSION)

- Check social sharing ROI with GA & Clicktale (NONE IS REQUIRED. ONLY INTEGRATION FOR FIGURES. ALL THAT IS MENTIONED IN THIS POINT IS ENHANCEMENT / MAINTENANCE. WHAT YOU ARE ASSUMING IUS CONFIGURATION OF THE TOOLS WHICH IS NOT PART OF SCOPE)

- For Social sharing include parameters for tracking ROI (AS ABOVE)

- Setup Calls with Editors while demoing the editorial workflows. (NO. WE WILL WORK ON BASIS OF SIGN OFF NOW)

- Get feedback from Editors during sprint releases. (TO BE DONE, BUT WHAT EVER IS SUGGESTED WILL BE CHANGES.)

- Integrate Redmine with GIT (OK. GOOD IDEA. TALK TO ASIF ON FEASIBILITY AND RESOURCE AND CAPABILITY)

- SPARK - inline Edit (NOT PART OF SCOPE. CAN BE RECOMMENDED AS ENHANCEMENT)

- Features+(eod must) - deployment (ok)

- Jenkins / Travis - Continuous integration - internal (OK)
  - Senior to do POC
  - Demo internally
  - Iron out issues
  - Research on use
  - Team Orientation
  - Team training

- ○ Time planning for all the above

- Video or Screenshot + provide template to raise issues. - for QA Team (yes)
    - ○ Assignment of resource
    - ○ Need a taxonomy for videos
    - ○ Need access control by PM
    - ○ Orientation of resource and a POC

- QA - Email Templates
    - ○ Make a list of all events where mails are triggered
    - ○ Incorporate these into the workflow diagram
    - ○ Give a name to each kind of mail
    - ○ Open a separate thread on base camp for this
    - ○ There is some plug in available which can stop mails from systems from going into SPAM. Please use this

- QA- Create testing emails for testing and share with Dev Team (yes). Create test users based on role (editor@............,   user@ ………)

- Standup - Morning Call - MUST - not more than 10-15 min (sure)
-
- Field Collection or ??
-
- DISQUS for Comments - Check For authentication method (vuukle…?)

- All Email templates at One place. - Admin/Editor Settings(Okay)

- Separate Edit password module(Okay)
    - ○ WRITE LOGIC WHY YOU ARE USING A PARTICULAR MODULE. ENTIRE DOCUMENT TO BE CONVERTED TO PDF BEFORE DESPATCH)

- Featured articles to be validated for number - 1, 3 5 - odd numbers
    - ○
- Latest articles - have to be multiples of 3 - take care also in front end.
    - ○ A MINIMUM OF SIX ARTICLES SHOULD BE MANDATORY FOR EDITOR. any more and it should be in multiples of three
- *Registration - trying to register with existing email, send an email to the user about attempt.*
    - ■ **NOT REQUIRED NOW. THIS IS AN OUTLIER USE CASE. WHEN DISCOVERED WE WILL TAKE THIS UP AS ENHANCEMENT**
    - ○

- ***Node que round robin.***
  - ***OK***
- Check Panels

- Talk to paritosh and aradhana about panels and risks that come with it
  - JUST RECOMMEND WHAT YOU WANT TO USE. NO DISCUSSIONS. GIVE YOUR LOGIC

- sharethis ?

- login with socialmedia - to check
  - LINKED IN PREFERABLY

- Canonical URL's

- Aim to create a re-usable distribution or profile (Okay)

- check https://www.drupal.org/project/registration

- https://www.drupal.org/project/simplenews_content_selection
  - DEEPER RESEARCH
  - PROBLEM WILL NOT BE IN INTEGRATION OF THIS MODULE, PROBLEM WILL BE FITTING THE CONTENT INTO SOME FASHIONABLE LAYOUT

- Context based rearranging of right side blocks in HOME PAGE.

- https://www.drupal.org/node/371287
- **Image Ratio has to be same**
- **Reommended for you feature based on article content**
- **most read article**
- **most shared**
- **if a guest author authors a content, the comments in it should go to the author. But not all comments, the editor should be able to pick a few nice ones and send them to the author asking for replies and then be able to post back replies in the comment thread as though by the author**
- **Ability by author to view all quotes from all articles and select top ten quotes and publish as a listicle**
- **Need space for quotes on home page with ability to put an auto timer**