*Initials: CS- Cindy Su, MH - Mark He*

Introduction

To see whether Jaren has some extra information we don’t currently know.

Walk around and see if there are other people that might be helpful.

Asks Jaren what the project is about

Technical

1. How can we access the current code? Is the code on github anywhere? Is the code in-house? Or do we need to develop it independently and connect it to the entire website afterwards? If so how? (CS)
2. Who is currently maintaining it? Who can make changes to it now? (CS)
3. Who will be maintaining the code we develop? Who will make changes to the webpage in the future? (CS)
4. Where is the website currently hosting on? Do we add modifications to the current hosting service, or do we have a budget for another hosting service we find? (MH)

Data/information source

1. What are the legislation that AACI currently endorses? Where can we access the related information for creating the website? (CS)
2. Real-time data? How can we access the real-time data (e.g. how many sponsors there are for each legislation)? Does AACI already can give us the source (by source I mean a link or a web page where we can get or crawl the data) or is this something we need to look for ourselves? (CS)
3. Where does the information on Public resource policy library come from? Is there a database for all the information at AACI? Is this on paper? (CS)
4. How much data do we have? If we have limited data for now, do we design the website to potentially include huge data in the future, or do we design the website to work better with limited information? (MH)

Legislation Page design questions

1. What are the components to include? (CS)
2. What can an admin do to the legislation page? (obvious answer is to update) but what can an admin update? What can an admin change about the page? (CS)

Usability

1. Do researchers use mobile devices to access information? Is mobile support an important feature for the legislation page? (MH)
2. (Follow up on first) Does the website required by the federal or state government to have usability requirements on mobile support? (MH)

Others

1. Comfortable with using Slack? Add to slack channel if applicable (MH)
2. When is our next meeting? What should we have ready for the next meeting? (CS)

**Notes:**

[**https://www.billtrack50.com/legislative-tracking/legislation-tracking**](https://www.billtrack50.com/legislative-tracking/legislation-tracking) **<- Example of tool**

**Niche audience / space - Policymakers**

1. **Government relations**
2. **Non profit / cancer non profits**
3. **Advocacy entities**

**Endorsed Legislature**

1. # Cosponsors (names, parties, clickable)
2. Status
3. Companion bills
4. Other organizations endorsed
5. Link to full bill (single paragraph copy / click for full description)
6. Link to general site
7. Govtrack (thing with all diff categories)

“Widget”-based

1. “Blocks” of legislature

Maintenance

1. Manual
2. Hired guy to maintain it - Mark (independent) would be doing the maintenance
3. Dashboard to maintain (at least like Craft)

Curation

1. Subscription to newsAlerts (Jaren)

**Craft CMS - Public Policy Resource Library**

1. Web is built there

AccuCMS - Homepage

BlueArcher - 3rd party (bad working experience)