

**Conference Call with Omniupdate**  
**Meeting Minutes**  
**April 4, 2014, 9:30-10:15 a.m.**

Participants: Alisa Harrison, Vinit Varghese, Hazel Haw, Chien Shih, Chris Dubeau, Deepa Prasad, Linda Koyama

**A. Foundation Project Status**

- Should be delivering next week. Currently working on the stories page.
- By April 14<sup>th</sup>, should be able to start entering content.
- Chien requested that OU set up a webex at the end of next week to review. Vinit is having trouble accessing Webex through VPN. Chris will work out the details with Norbert and Vinit.
- Many of the sections will still need to be populated with content.
- Goal is to have the certificate ready by the end of April and go live the beginning of May.
- Helios Calendar  
May be easier to use a static page where a list of events can be edited. If OU started now they may be able to have it ready for the launch but for the users to learn and be trained using a calendar system will take time.

**B. District Website Migration**

- 3 Options:
  1. Total redesign before migration
  2. Use the updated Foundation design to create the templates for the district websites
  3. Migrate district webpages as is to OU
- OU would not recommend option “3”, design is not up-to-date, will need to transition later when you get a new design. Option “1” would require more time and money. Foundation design can possibly be used for the rest of the district; however, it would require ETS to customize the design, layout and CSS. May need to update the implementation to make sure that templates can be shared with customizable elements.
- OU thought that the only possible roadblock would using the Foundation design for the district since there are no global menus and is only two levels deep. OU recommended to modify the html and see what kind of mock-up ETS can come up with.
- Need to decide whether we will use multi-site or single-site. Alissa recommended that if the global CSS, header and footer is going to be the same, and all the departments will be in sync going forward, then a multi-site would be better. ETS needs to take a closer look at the current department sites and do more research.

**C. Requirements for the Presentation to Upper Management**

- Show them the look and feel of the live Foundation site and how it operates
- A mock-up version of the HR website using the new Foundation design
- Chris and OU will need to work together to come up with an estimation of how much time we will need from our contracted implementation hours to help create the district templates once the mock-up design has been made.

**D. Misc.**

- Foundation is using a font they purchased.
- Linda and Deepa can work with Robin to finalize the content and page titles. Also FHDA should start thinking about defining department users, approvers and administrators and what section can be assigned to those groups.