



NJVid Web Workgroup Meeting Minutes – 2008.4.29

Present: Joe Russo (chair), Sujay Daniel, Robert Harris, Pat Kubaska, Sandie Miller, Tom Nemeth, Sheri Prupis

COMMENCED: 2:05 PM

1. Information

What information is missing from the site? Where should it be presented? Does the existing information need to be clarified or rearranged? **What file format(s) should documents be posted in?**

The group decided to upload text documentation to the Web site in HTML for the sake of navigation and in PDF form for the sake of content preservation. Robert will place the link for the HTML side-by-side with the PDF downloadable version. Similarly, PowerPoint presentations will be posted to the site as a Flash-embedded Web page with a link to the PowerPoint file proper next to it. Sujay asked where the copyright license templates would go when they are ready - the tab called Documents - will contain the licenses that should be coming from the copyright workgroup.

2. Usability

How can we gauge the site's usability? Is the site intuitive to use? Do users understand the site's features and navigation?

Home Page Load Time:

Sheri asked why the home page loads slowly. Robert thought it had to do with the way the video was embedded into the home page. Perhaps a better course of action would be to place a still image of the video on the page that, when clicked, links to a new window with the video playing in it. Sujay thought this was a good idea and suggested putting multiple thumbnails on the home page that would each link to a new window playing the selected video. Sheri added that NJEDge could supply some videos for this purpose. The group also agreed that sample videos placed in the NJVid Commons page should vary to give an idea of the breadth of available content. Sandie mentioned using conference talks, testimonials, symposia, etc.

3. Features

Which features could be added to the site? How should they be integrated into the current site? Do the existing features work as well as they should? **Comment on blog and wiki. Discuss developing guidelines and standards for the site.**

The Wiki is meant to be a collaborative environment. Therefore, any registrant can post to it, and we need to encourage the Alpha Implementers to use it. Joe posted the meeting agenda to the Wiki and Tom will post the meeting minutes there for review as well. Sujay explained that posts to the blog are limited to administrators, which are the NJVid Project Team. The blog is intended to be used for announcements, and so far six or seven people have registered to use the blog. However, any reader can post comments to an existing blog post. The group needs to encourage the bloggers and their readers to use the RSS feed. The group agreed that it needs to post intended uses of the blog and Wiki on the Web site.

Regarding guidelines and standards, all four logos must be visible on all pages of the site.

4. Appeal

Is the site appealing? Does it make you want to (re)use its features? Is the site easy to read? **Is there anything about the site that you find unappealing or that puzzles you? How can we optimize the site to be recognized by search engines?**

A concern was raised about the abundance of white space on the site. Robert explained that the white space was allocated to accommodate older computer monitors, and that the site is left justified in keeping with the contemporary industry standard. However, Robert can center the site if that is the consensus. Robert also explained the tab-based navigation design at the top of the site. Pat mentioned that Atlantic Cape Community College's design is similar but with a blueish background color. Robert could experiment with some alternate gradients of background color. Sujay suggested allocating the web site's occupied real estate according to a percentage of monitor width rather than pure computer monitor pixels, even though that is somewhat unorthodox. Robert said he'd work with percentages rather than pixels. Sandie pointed out that the photo used at the Workspace web page is squished, and Robert said he would attempt either to fix it or substitute another photograph in its place.

Robert will set up a separate Web environment to test out these ideas to which the group can provide comments and reaction before the alterations go live to the public on the real NJVid Web site.

The group agreed to place additional metatags in the site's code to make it more recognizable by major search engines such as [Google](#). Inevitably, as more content is uploaded to the site, more keywords will be indexed, and ultimately the site's Page Rank will increase. Sheri mentioned that the site appears to be recognized and retrieved by everything but the major search engines. There are incoming links on other sites and so forth.

5. Collaboration

Discuss collaboration with other groups.

Odds and Ends:

Sandie asked Robert to change "My NJVid" to "My Content" in the "My Content" page, and to change the blue gradient of the tab navigation at the top of the site to turquoise. Pat pointed out a spelling mistake and grammatical inconsistency in the "Commons" page. The group decided to postpone discussion of a section that enables users to upload content to the workflow management system, and to postpone discussion of an Advanced Search option, until more is known about what is needed for these site features.

Summary of Actions:

- *Put additional metatags in site code to increase search engine awareness*
- *Change the video(s) on the home page to thumbnails that link to video windows*
- *Experiment with alternate background color, center justification, percentage allocation rather than pixels and changing the "Workspace" page photograph*
- *Tom will email Isaiah to inquire whether the video of the March 7 Alpha Implementers meeting can be digitized and uploaded to the Web site*
- *Change the blue gradient of navigation tab to turquoise*
- *Fix assorted misspellings and inconsistencies*
- *Post uses for the Wiki and blog*
- *Tom will post the meeting minutes on the Wiki for feedback*

ADJOURNED: 3:05 PM