

Web3 Meeting Minutes  
6/15/2009

**Present:** Andrew Marker, Paige Ellis, Jaysen Buterin, Bo Bodenhammer, Kevin McClain, Todd Sutton, Alex Hu for Scott Brewster Sean Farrell, Jason Fleck

**Absent w/o notice:** Richard Cox, Anita Warfford, Rob Owens

**Guests:** Steve Gilliam, Mike Harris

## New Meeting Times

Standing meetings will be every 3<sup>rd</sup> Monday from 3pm-4pm. Additional meetings will be held for projects as needed.

## Web3 Training

Training is open this month for Level 1 Web training. We have 8 people signed up for it. We will open it up monthly if there is stronger interest.

## Calendar

We recognize that Google Calendar doesn't do everything we want to do for a University web Calendar, but in the absence of another solution, we are going to start with using Google Calendar. The desire is to have an entire campus-wide solution.

University Relations is looking at who needs to be involved in data entry of the calendar. We are looking at a phased project – phase 1 – Google, phase 2 – another solution. UR has started collecting open source calendars and has forwarded lists to Todd. A potential larger group needs to be involved in that. We need to figure out how to get student related events on the calendar? We could use the student handbook that includes a calendar of event. It contains student group sponsored events.

UR sees a need to meet with different groups to determine who should be entering their data. How does Web3 fit into this? UR is assuming ownership of the process, but not necessarily the calendars themselves.

Some options – Bedework and VA Tech are calendars we are looking at. There are several open source options now that weren't available when Web3 originally looked at calendaring solutions.

Todd would like to get Helen's and the WOCs input on this. It sounds like UR has a different focus on the calendar than what web3 was originally charged with.

UR's needs may be somewhat unique to other departments. The issue in the beginning was that UR wanted to control what was visible, and that was not attractive to the departments.

Google could be the data store for the open source calendar solution. UR is trying to avoid duplicate entries.

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There may be some search issues with Google. If you are aware of other calendars, you can search across multiple calendars; however, you have to be aware they exist.

Google has agreed to “tag” events.

UR is not trying to keep people from accessing other calendars; we just want to make it as user-friendly as possible.

Perhaps UR could keep the “elite” calendar where certain personnel are able to add things to the calendar by request. This allows the departments to keep their own individual calendars. Calendars will have lots of events; the idea is to determine best navigation practices.

Web3 could do some usability testing of different calendars and get some feedback. There is a lot of different opinions within W3. There will be many more differences with other populations.

Google is not the 100% solution, but it does solve many needs. Phase 1 gives us the ability to create departmental calendars.

The “public” view of the calendar will be UR’s responsibility and will have to go through Administrative Systems to create a project for it.

Web3 needs to work on the process of departmental calendars and notifying UR of what is out there. We also need to work out the presentation of the calendars. ITS and other departments have experience with Google Calendars. There are differences between internal and external facing calendars.

The official University Calendar page is owned by UR. ITS can assist in getting departments to provide information to put on the events calendar.

UR would like to get approval from W3 so we don’t have to ask forgiveness frequently.

**Action Items for next meeting to be held June 29 location TBD.**

1. Business Process for running departmental calendars
2. Show and tell of departmental calendars.
3. Presentation of calendars.
4. Determine how the data is organized
5. Where do people go to see the university or departmental calendars.