

WordPlay Baton Rouge on the Web
Meeting Minutes

September 28, 2009

September 11, 2009

Agenda

- Discuss what he would like our group to provide on their website and future meeting times.

Attendees

- Eric Totte, Bridget Kovacs, Donney Rose (WordPlay Program Manager)

Duration

- 4:30 pm - 5:40 pm

Major Outcomes

1. He would like us to research on what the best free software or service would be to create the website or if he would need to pay and upgrade what he is currently using.
2. He also let us know he wants the website to be very interactive and wants the children to decide exactly what should be on it.
3. Therefore, we will be having either weekly or two to three times a month meetings with the kids and himself to let us know what they would like to add or change with the website.

September 13, 2009

Agenda

- Bridget and Eric are to inform other group members of the results of the client meeting on Friday, (September 11)
- Discuss possible solutions that would meet the needs of WordPlay
- Establish regular weekly meeting time
- Establish some sort of group organization

Attendees

- Trey Miller, Eric Totte, Bridget Kovacs, Zachary Dever

Duration

- 2:30 p.m. - 4:30 p.m.

Major Outcomes

1. Google group website, mailing list and calendar has been established for group organization.
 - (a) This allows us to keep track of all email conversations between group members
 - (b) Also allows for a centralized place to keep all group documents, and allows multiple people to edit the same document.
 - (c) Beneficial because all documents and email conversations can be reviewed/generated/edited on a centralized website which the whole group can access
2. We will as of now be meeting client every Friday at 4:00 p.m., but will change this as two group members are not available at this time and we will it is beneficial for all members to meet with the client on a regular interval.
3. Currently WordPlay is using a limited free version of moonfruit (an online WYSIWYG website editor). This limits him to using basic static html/css text on his website. He wants to be able to have multimedia content (pictures/audio/video) as well as allowing the kids to add their own content to the website.
4. WordPlay does not have lots of money to spend on upgrading to the full version of moonfruit.

September 14, 2009

Agenda

- Create functional specification
- Format project description
- Discuss possible designs for the website

Attendees

- Trey Miller, Zachary Dever

Duration

- 2:00 p.m. - 4:00 p.m.

Major Outcomes

1. We put the project description into LaTeX and formatted it to be consistent with the other documents.
2. We wrote a simple function description document for what we saw as possible functions needed on the website.
 - (a) We listed only limited functions because the client's opinion will be needed before we take the design a step further. We will discuss this with the client in the weekly meeting on Friday afternoon.
3. We discussed possible designs for the website
 - (a) We want a homepage for general communication of WordPlay business
 - (b) A section of the site will be devoted to user content and will support commenting and peer review.
 - (c) There will be a media section for WordPlay to publish pictures and videos of events

September 18, 2009

Agenda

- Fomalized past meeting agendas from notes gathered
- Contact client to verify meeting time

Attendees

- Trey Miller, Zachary Dever

Duration

- 11:30 a.m. - 1:00 p.m.

Major Outcomes

1. Typed and typeset in LaTeX the agendas for the 9/13 and 9/14 meetings from the notes gathered at the meeting
2. Trey called the client to confirm the meeting this afternoon at 4:30pm. Donney said the meeting wasnt planned until next Friday (9/25) instead of this afternoon (9/18). We rescheduled the meeting to Wednesday at 11am so Zack and Trey can attend the meeting. We agreed to meet weekly at this time for the rest of the semester.

September 20, 2009

Agenda

- Briefly go over group communication and responsibilities
- Draw up potential designs for the website
- Look into potential hosting/maintenance options for the site (Drupal, etc.)
- Discuss our client meeting agenda

Attendees

- Trey Miller, Eric Totte, Bridget Kovacs, Zachary Dever, Thomas Gary

Duration

- 4:20 p.m. - 5:50 p.m.

Major Outcomes

1. Went over group communication for the group and emailing to the group
2. Some design options:
 - (a) Homepage
 - (b) About WordPlay
 - (c) Sponsorship page for donations
 - (d) Upcoming Events
 - (e) Past Events
 - (f) Forum
 - (g) Merchandise Section (just listing products and prices)
 - (h) Contact page
3. Another design
 - (a) Using individual sections for the events themselves if they are consistent
4. For the site:
 - (a) Need a domain name
 - (b) Hosting plan
5. Options for hosting:
 - (a) Godaddy.com - \$6
 - (a) 150 GBSpace — 1,500 GB Transfer
 - (b) 500 Email Accounts
 - (c) 25 MySQL Databases
 - (d) Compatible with wordpress
6. Options for forums:
 - (a) phpBB open source

September 23, 2009

Agenda

- Present website recommendation
- Present mock up designs
 - A sample WordPress website
 - Pick and choose the most favorable design features
- Talk about naming scheme of the website
 - Events vs. PoetrySlam etc.
- Discuss requirements of the website
- What domain name should we use?
- What should we talk to the kids about on Thursday? A brainstorming session?
- A tentative project timeline
- Set a consistent, weekly meeting time
- Discuss other group options

Attendees

- Trey Miller, Zachary Dever, Thomas Gary

Duration

- 11:00 a.m. - 11:45 a.m.

Major Outcomes

1. Donney liked the site, thought it was a great start
 - (a) The site should be built for the promotion of WordPlay as an organization and to inform people about WordPlay
 - (b) It will be used for archiving, getting applications for the organization, provide an online community, and to sell merchandise
 - (c) He wants a photo album plugin, possibly a music plugin as well
 - (d) He wants to approve all comments on the blog section
 - (e) User hierarchy:
 - i. Donney Primary Manager
 - ii. 2 staff members under Donney
 - (f) Sections of the site:
 - i. Events
 - A. Calendar
 - ii. Photos separate from other media (videos, music, etc.)
 - iii. About - could be the homepage, but probably a separate page

- A. Mission/Vision
- B. Contact Us
- iv. Videos and music
- v. Sponsorship
- (g) Options for second group:
 - i. 1 group does technical stuff, other group is hands on with the Word-Play kids
 - ii. Donney doesnt want to manage two different groups
 - iii. Maybe get the other group to use our tools to make a different site and have Donney pick between the two at the end
- (h) We will use an XP approach, releasing a bare bones version of the site and slowly upgrading it with the extras over time
- (i) For next meeting we need to set up a dropbox for Donney to share files with us
- (j) Eventually need to set up a PayPal account for merchandise and donations
- (k) Donney wants to buy the domain name in mid October
 - i. Wants it to be wordplaybr.org
- (l) From now on all meetings with Donney will be on Wednesday at 10:30am
- (m) Meet at WordCrew on Thursday to speak to the kids
 - i. 4390 Fairfields Ave.
 - ii. 6pm-6:40pm or so

September 27, 2009

Agenda

- Possible design options for the site based on what Donney told us on Wednesday
- Discussion about second Wordplay group options (Trey was contacted by them)
- Complete the documents Dr. Kundu wanted for Monday which he specified in his email
- Formulation of a requirements draft for our project
- Update project statement and other documents with new information (if any)
- Do we have any 4330 HW?

Attendees

- Trey Miller, Eric Totte, Bridget Kovacs

Duration

- 4:50 p.m. - 6:05 p.m.

Major Outcomes

1. About 2nd group:
 - (a) No one is really keen on it
 - (b) Too hard to coordinate 10 people working on such a small project
 - (c) Only having 1 project for 10 people
 - (d) And what happens with the work we already did?
 - (e) Will have to talk to Kundu
2. Got other group members up to speed with the clients wishes
3. Made sample design pages to turn in next class
4. Created a functional specification document