MEETING NOTES

1 – Update and Timescales on Migration from Polopoly to Drupal [K. Bell]

KB updated as follows: the central Drupal has been delayed two months. We now expect the Polopoly content to be migrated in March at the earliest. We should find out w/c 29th September which phase of migration we are in and will push to be in Phase 3 if allocated to Phase 4.

The Drupal distribution is now expected in November.

2 – House Keeping Rules [K. Bell/T. Totterdell/S. Scott]

The proposed "Informatics Requests for Website Change Policy" was accepted and will now apply. If there are any issues with the application, they will be revised.

Two cases where then considered:

Social Media Hub - having a top level page linked from the main home page listing the School's social media. This was approved. **Action: KB to implement.**

Online Learning - having a top level page linked from the main home page listing the School's online learning materials. There was some discussion about what should be listed on such a page, but the general feeling was that it’s too early to have an online learning page as it’s not clear what is currently happening with online learning and who would update and maintain the pages. The suggestion was not approved, but will remain for consideration as things develop.

MF brought up the issue of ensuring pages were up-to-date. It is expected that Drupal will have a facility to flag pages for review if they haven’t been updated in a certain period of time. HP asked if it was possible to ignore minor updates when doing this - this wasn't clear, but will be checked once the software is available.

3 – Management of Outdated Web Pages (1) - Current List [K. Bell]

There was considerable discussion about how best to manage outdated webpages in CVS (on www.inf.ed.ac.uk, not homepages.inf). The following was agreed:

- a "scare banner" will be put on CVS last updated more than 3 years ago. This will cover only some areas of CVS.
**ACTIONS:** NM and HoS to decide on wording. KB and TT to confirm which areas to start with concentrating on core School material. NB to implement - providing a draft version first.

- pages with the "scare banner" that have lots of hits will be high priority to be looked at by a human and either redirected or archived.

**ONGOING ACTION:** KB (and TT) to decide what to do with pages.

- pages KB has already identified as out of date will be redirected or archived as appropriate.

**ONGOING ACTION:** KB.

**4 - Management of Outdated Web Pages (1) - Edit Permissions: CVS [S. Scott]**

It was agreed that KB and TT should have permissions to delete and redirect all CVS pages. **ACTION: NB to confirm KB and TT have permissions and provide instructions on CVS and redirection.**

**5 - Better Informatics / PATH**

Carried as MR unable to attend.

**6 - Identify Working Group - Internal Web Site [K. Bell/T. Totterdell/S. Scott]**

KB explained that it was hoped to set up a working group to consider the new intranet. The aim was to have a fairly broad set of people from all areas of the School and that agreeing to help at the initial stages wouldn't necessarily be a long term commitment. The KM team will contact DoIs, committee chairs, etc to ask for representatives, including student reps. **ACTION: KM Team to contact final list with email approved by HoS.**

**7 - Any Other Business**

MF suggested the new intranet include an internal news page/a page to update on changes going on - particularly changes to buildings with the AT decant. It was agreed this was a good suggestion and would be looked into once Drupal is available.