

## Web Committee Minutes

18/01/17  
12:00  
HXL R218

### Minutes

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**Present:** P. Pietzuch  
C. Cadar  
M. Sloman  
G. Casale  
A. El-Kholy  
J. Worsfold  
C. Fernandes

**Apologies:** None

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<u>Agenda item</u>	<u>Action</u>
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#### 1. PhD admissions pages

Members present believed that the content in this section is suitable, but thought that more could be done to make it user-friendly and accessible (short videos, infographics, step-by-step instructions etc.).

**JW** to mock-up some concept PhD pages to achieve this.

Also, all relevant and required pages should be available on the DoC pages so users don't have to 'bounce' from our section to the college section. Or, if not feasible, have a clear rationale for using both.

**JW** to review the differences between the sections.

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#### 2. Research pages

Members agreed that research being clearly visible and easy to navigate is a priority. The research 'bubbles' are ready to use but need embedded into T4, requiring input from Sean Conner.

**JW** to meet Sean to discuss this and other relevant topics.

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#### 3. Front page, news and twitter

Members felt that the homepage could have a more optimum layout, making better use of the news feed and include a twitter feed. Ensure that all links on the homepage are the most important.

**JW** to mock-up a concept of the home page to share.

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Submission of news stories will be made easier for staff. They can either fill in the full submission form or pass on key details for write up. This is to be in connection to the internal newsletter.

**JW** to format this and share with the whole department.

All agree that a twitter feed would be an advantageous addition to the website and the reach of our news stories. Twitter handles must be 15 characters so it can't be '@imperialcomputing'.

**All** to agree on a twitter handle.

All agree that up-to-date images and media would be beneficial.

**JW** to ascertain how the college photographer can help.

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#### **4. Processes and maintenance**

Members expressed the need to keep a calendar (or similar) to better understand when content needs updating. For example, when to switch from information about 2016/17 to 2017/18.

**All** to discuss at the next meeting.

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#### **5. Any other business**

The Athena Swan submission is due in April and new pages will need to be created to support this.

**JW** and **CF** to discuss

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#### **6. Date of the next meeting**

The next meeting will include all key stakeholders from the DoC. Invitations to the meeting will be sent out shortly for late this term and the Web Committee will then meet once a term.

**JW** to ascertain a date and time for invitees.

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