<div align="center">MU Libraries' Content Management System Task Force</div>

Minutes – 11 July, 2006 9:00-10:00

Task Force members present: Felicity Dykas, Janice Dysart, Anselm Huelsbergen, PT Martin, Ernest Shaw, Michael Spears, Rhonda Whithaus

Task Force members absent: none

Others present: none

- Update and comments about setting up Cascade Server for the MU Libraries pilot

    o Michael and Ernest reported that when they attempted to begin setting up Cascade Server, they had yet to be given all the necessary access, though after contact with IATS those problems were soon solved

- Ernest and Michael will serve as the point people for the technical implementation of the pilot. The two groups working on subject guides and database lists will adapt some relevant current MU Libraries pages and the design will be passed on the Michael and Ernest.

- Anselm reported he had contacted Michael Bland and Caryn Scoville (WAG chairs for Design and Content) to obtain the newest designs for the MU Libraries web site. Bland offered images of the header and footer for our use. Ernest mentioned he had discussed this with Bland recently and he now had access to what WAG has designed so far.

- As much of the work now will be done by the two groups and by Ernest and Michael individually, the meeting schedule has been revised:
    o meetings of the entire Task Force will be held every other week, with the next meeting being scheduled for 25 July from 9 – 10 (Ellis Reference Conference Room)
        ▪ the meeting on the 25th will include a look at how far along the set-up of Cascade Server is

- The Wiki for the Cascade Server implementation set up by Web Communications is available for people to access (read-only). The link will be provided via email.

submitted: A. Huelsbergen 7-11-2006