Health Science Information Task Force
Meeting Minutes
January, 19, 2001

The contract with S3 has been signed and they have started working on calendar design. Scott is working through the steps to provide them access to a DALNET server. The calendar URL will be calendar.dalnet.lib.us/heatlh.

Scott passed out a project plan.

WebEvent software is being used as the basis for the calendar. Two sets of 15 licenses, one for the test server, one for the production server, will be purchased for the initial configuration and testing phase of the project. Upon going live with the calendar, a license will be needed for organization participating to provide security for the data they enter.

A type of contract needs to be developed that will require each organization that contributes data to keep the information up to date. This will be referred to the IHDC.

Evaluation of the web site will include looking at ease of input, ease to correct mistakes, appearance, searchability, and function. Evaluation will occur within two-three days of the announcement by S3 that the site is ready to use.

Step 1   Information from the 8 previously contacted community organizations will be input into the calendar. Each member on the committee will input one set of data from a computer at their work site and from one set of data from a computer located at a non DALNET member site. Anaclare will write instructions that can be posted for organizations to follow.

Step 2   Members of the committee will ask a representative from their institution to input information concerning events form their hospital or university.

Step 3   Other DALNET members will be asked to contribute information to the calendar. Dee works with a group of Seniors on computer skills. She will ask them to test the calendar. Sandra works with a class of high school students that will be asked to test the calendar. Project Managers will be asked to "bang" on the calendar.

Step 4   Go into production.

Input forms need to be developed for the organizations to use for inputting data. A draft of two forms will be sent to the health listserv by Cathy for review by all.

A template or derivable record is needed for DALNET institutions to develop a bib record that will have the calendar's name, a link to the web site, and contain subject headings. This will be referred to the Metadata Task Force.

Carol Benson, OCC, resigned from the task force due to a change in job responsibilities. A representative from a non -WSU and non-hospital DALNET site is needed on the task force. A message will be sent to the dalnetpb list asking for volunteers.

A transportation page will need to be designed

Development of a publicity campaign will be discussed at the next meeting.