

# **AID Conference 2004**

## ***Minutes for Session Named Web Workshop***

**Date:** May 30, 2004

**Time From:** 10:05 a.m.

**To:** 11:30 a.m.

**Minutes Taken By:** Sarang Shidore

**Number of attendees:** 8

**Audio/Visual Component?**

**Speaker/Panelist Names:**

1. Suresh Madhu
2. Priyaranjan

**What they are speaking about:**

**Main Presentation:**

Suresh: Every chapter must have their own website. Project data maintenance is not consistent. 2 main goals of the database – to present information to the public consistently. Maintaining donor relationships is person-to-person otherwise, and too resource intensive. Web site should become a portal, so that donors have better access to information. Disciplined entry of data needed. We need to work together to get there. [www.aidboston.org](http://www.aidboston.org) is the prototype for the new AID wide website. Projects database allowed people to do advanced searches, say photographs.

Priyaranjan: AID-India website has come a long way. CSH agenda can be entered. New categories can be added. He gave a demo of the AID-India website. There is a standard template for minutes. We are too dependent on Jitin to maintain the code. We don't have a stage area for the site. Email sending puts a load on the server.

Q. Can we reconstruct email thread from a single email?

A. Not yet

AID Boston on Windows, AID India on Linux. This is a hodge-podge. We need to streamline. Anjali will be communicating update the developments on the website. Project news is already being driven from a web based database. We want to do a project of the month.

Priya's demo:

CSH builder demo. Form-based input. CSH agenda form. Post local events. He demo'd "mailman" mail administration tool. You can add header and footer, agenda will be added automatically.

Mass subscription. Administrator Yahoogroups can all be transferred. But the problem is that the AID server is not so reliable, and the server can also get clogged due to emails.

Q. Can you have lists on issues?

A. Already there.

For users: there are archives of emails.

Q. Can the agenda items be entered in flexible manner?

A. Yes.

Q. Do you link agenda with minutes?

A. Not now. We have separate databases for the two.

Suresh's demo: In Boston chapter we go to a calendar. Projects links are directly linked to AID database. You can schedule meetings.

Q. Couldn't use Netscape or Mozilla.

A. Yes, we are supporting only IE 5 and over.

Q. We have decided to use a university based website in Minnesota. We use yahoogroups for CSH agenda. We have a projects page, meetings page etc.

Q. AID Clemson. We are just using the university website. They don't allow running scripts. Is there a place where we can put all AID forms. We rely on yahoogroups to send CSH emails etc.

Q. Prasanthi from AID-Austin. We have a university based server, we use yahoogroups for emailing. We are diligent about uploading minutes on the website, also e-newsletter. Our websites are more volunteer-oriented rather than donor oriented. Several donors want to donate to specific projects. How do we do this? Common documents for events etc., can we have a central database of such documents. Priya: Treasury and projects run on different machines. This is a treasury issue.

Q. Aid Dallas – we use yahoogroups. We have no website of our own. Action items tracking system needed.

Q. AID Cincinnati – We rely on yahoogroups for a lot. Can we have a common framework centrally available which we can use?

Q. AID Houston – University based system, not good. Action items like petition drive etc. Can we do this? Can we find ways to improve communication between chapters using the web?

Suresh: projects database was a success. Multiple chapters can maintain their projects etc.

Q. Sandhya from AID Austin: Vision on the AID site talks about 2000! Is there a common overall vision statements about AID that we can access.

Q. Is there a way you can search about a discussion about a topic? Current AID India search yields too much data and haphazardly arranged.

Suresh – The new site allows you to do advanced search. Keyword search, Boolean operators, There is complete documentation supporting the site. Feedback

Q. San Diego – Basic website. We do some file storage and projects stuff. Data is in flat files.

Suresh: View, add, edit, delete are all the operations you need. Identify the key features that we want on our website. I will list all features, and tell me if it's useful.

1. CSH agenda page? – Yes, but linking it to minutes is the key.
2. New volunteer registration page. Volunteers can register there. This data is available during crunch time like major events. We don't put these people automatically on emailing list, this happens only if they attend at least one CSH. This then is displayed in an integrated manner.
3. Event posting place. Time, description, volunteer sign-up. You can do a group email.
4. Tasks: Volunteers assigned tasks, and you can track if they have done it.
5. Home page has links to all these places.
6. Treasury: Where the chapter maintains its financial records.
7. Admin page for the database, right now restricted to admin folks.
- 8.

Suresh: Microsoft architecture has problems, but at least we have all the data on one place.

Suresh – we'll carry this discussion on email, based on sign-up list.

Action item: All participants go thru the site and send feedback to Suresh. There will be a reminder sent to participants.

**Question/Answer Session:**

**Additional Notes/ Observations:**