



## Village of Hewitt

7688 McLean Dr.  
Hewitt, Wisconsin 54441

Visit us at.....<http://vi.hewitt.wi.us>

### Meeting minutes from the Website committee held on Oct. 19, 2010

The meeting was called to order 7:30 PM. at the Hewitt Fire Department conference room.

**In attendance** = Members Jeff Graves, Ken Eilers, Derek Dieringer and Mike Klien.

Guests: None

- Public input = None

This was the first Website committee meeting. The Village of Hewitt web site has been available since 2001.

- New Business

#### 1) Review current website status

Website was programmed using raw HTML language. This type of language is out dated and only allows limited amounts of update potential.

The current Website has run out of available space. In order to post new items, others at times are removed to free up room.

#### 2). Discussion on improvement possibilities

Some key elements when looking to the future of the website are:

- Easy access
- Timeliness of postings
- User friendly
- Up to date with current events.
- Overall better appearance.

In review the committee decided the best approach was to work towards a total rewrite of the current website. The rewrite process should be well thought thru and planned so improvements can be made in phases. The following questions are the starting point :

Who = Finding a Web developer

What = List the minimum requirements and other possibilities.

How = Prioritize the requirements into possible design phases.

For the next meeting members are assigned the task of listing possibilities, searching other websites for ideas and identifying the minimum requirements

- Next meeting is planned for Dec. 5<sup>th</sup>., 2010 @ 6:00 PM. Village of Hewitt Fire Station.

Meeting adjourned @ 8:55

**If you are interested in contributing to the redesign of the Website please feel free to contact one of the above members for more information, or feel free to join us at a upcoming meeting.**