Grossmont College – Notes Website Transition Plan – DT

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Website Fixes & Enhancements  
  
**Meeting:** 03/25/2020 – 10:00 am  
**Attendees:** Michael Carr; Anne Krueger; Gabriel Neri; Deanna Thompson; Christopher Tarman  
**Absent:** Rocky Rose; Shannon Cadagan

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**Agenda:**

* Determine user support structure
* Plan/setup the roles/permissions
* Review/confirm site settings
* Confirm architecture (folder structure is acceptable, links where they need to be)
* Implement 301 redirects for any changed URLs
* Fix accessibility errors
* Fix validation errors
* Fix spelling errors
* Fix mobile issues (i.e. broken CSS on Search bar)
* Integrate Google Analytics
* Integrate Siteimprove
* Setup GA tracking of buttons for Open CCC apply links

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**Roles/Responsibilities**

| Agenda Item | Team Responsible | Timeline |
| --- | --- | --- |
| Determine user support structure | Front end web admin | Prior to launch Ongoing |
| Plan/setup the roles/permissions | Front end web admin | Prior to launch Ongoing |
| Review/confirm site settings | Front end Back end web admin | Prior to launch Ongoing |
| Confirm architecture/folder structure | Front end web admin | **NOW Prior to launch** |
| Implement 301 redirects | Front end web admin Back end web admin | Prior to launch Ongoing |
| Fix accessibility errors | TBD | Ongoing |
| Fix validation errors | Back end web admin | Prior to launch Ongoing |
| Fix spelling errors | Front end web admin Content experts End users | Prior to launch Ongoing |
| Fix mobile issues (i.e. broken CSS) | Back end web admin | Prior to launch |
| Integrate Google Analytics | Back end web admin Director, College Relations | Prior to launch Ongoing |
| Integrate Siteimprove | Back end web admin Director, College Relations | Prior to launch Ongoing |
| Setup GA tracking of buttons for Open CCC apply links | Back end web admin Director, College Relations | Prior to launch Ongoing |