Transition Team for GIS-Connect Site

Attendees: Janet Lowe, Cindy McCleary, Mary Ellen Perko, Ryan Nolan, Jason Streich, Donna Parada, John Farley, Jun Wu, Kelly Wilder, Missy Pair, Lynn Hadden, James Merricks, Phil Pollard

DOT IT NHC Rm 132, 8:00 – 9:00 Dec 4, 2012

Minutes:

1. GIS Connect site (from powerpoint sent out in email to attendees)
	1. Referred to the 2nd diagram in the powerpoint presentation as a foundation for discussion and understanding of the GIS Connect site - - which has the business partner focus. The GIS site we’re migrating from the old site (“burgundy” site), will be the one focusing on our GIS business partners, both internal and external. The GIS unit and the GTAC, as a business unit, will drive content of the web site, working in alignment with taxonomy agreed to by the business partners.
	2. Tab on the site will change from “Mapping” to “GIS” Done (ddp)
	3. Mouse over on the tab will be “GIS products and services” Done (ddp)
	4. Title on the page will change to “Enterprise GIS” Done (ddp)
	5. Verbiage under the title should read: “The Geographic Information Systems (GIS) Unit provides the NCDOT and its customers with a variety of services including (but not limited to) GIS application support, GIS analysis and problem solving, GIS training and GIS spatial data products.” DI did this, but changed the text in the short description and added an Overview paragraph (see below). Waiting on Janet’s reply. (ddp)
* GIS Services provided for NCDOT and its customers
* A variety of Geographic Information Systems (GIS) services are provided for NCDOT and its customers which include, but is not limited to GIS application support, GIS analysis and problem solving, GIS training and GIS spatial data products.
	1. James/web team will investigate changing the URL to reflect GIS
	2. James re-iterated for the team to watch how our users use the web site, to make it more user friendly for them, and to make sure that they get quickly to the content they’re looking for.
	3. Lynn will send the taxonomy information to Janet, who will disperse to the GIS members of the team, in order to move the GIS enterprise site forward.
1. Leftover items from our “to do” list, from 11/15
	1. Add a link to “GIS Services” under the Resources and Links on the RHS, and temporarily put the information on the old site there. GIS will review it and provide modifications in the near future. It needs improvements (it’s a dead end at this point…needs to be more user-friendly) Done, Waiting on updated text. (ddp)
	2. Bike Routes – keep pdf files there for now. Realize that the .shp (shapefiles) are GIS data, but the .pdf files contain the maps.
	3. Links are updated except for the one Janet mentioned to Ryan right before the meeting. Done (ddp)
	4. Large datasets continue to need to be stored on xfer, but they’re to be available all the time (not limited to downloading only in off hours)
	5. DE Letters – page is OK now.
	6. GIS will continue to discuss internally, who needs to have update access to what, and get back to web team with that information. Changes may be made in the future, based on need.
	7. James will work with communications team in regards to the email (GISHelp@ncdot.gov) / contact us form to see what we can do to support the current processes in the GIS Unit for assisting customers best. If needed, GIS Help desk people will meet with web team and whoever else to discuss the process. Last year the GISHelp desk received over 300 requests for assistance through the GISHelp desk, but only 50 through the contact us form. We may also have to work with Stratton to finalize the process.
2. Contours/Elevation data migration
	1. Phil Pollard reviewed the contours and elevations page migration. At a minimum, the filter needs to look more like the one on the DE Letters page, and some of the content needs to be tweaked. Would also like to have the map interface for filtering datasets.
	2. Donna will get with Phil to make the changes as soon as possible.
3. Overall, the group would still like to “go live” with the transition before Christmas break.