



DATE POSTED::	<u>12/16/16</u>
TIME::	<u>8:45</u> <input checked="" type="radio"/> AM <input type="radio"/> PM Circle one
BY:	<u>[Signature]</u>

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Name of Committee: Web Committee

Place of Meeting: Town Hall

Room Preference: upper rear

Date: Wednesday December 21, 2016 Time: 7:00 pm

Agenda:

Note: Prior to the meeting: All members review the demo new website, using link provided by Jamie, bringing notes on any transition issues you find. Bring your web devices to the meeting.

1. Review and approve draft Minutes of October 19, 2016 meeting.
2. Review and discuss draft interim website and email policy changes drafted by Michael, sent via email for individual review prior to meeting. Bring notes on your feedback to discuss at this meeting.
3. Review and discuss the new draft website content, layout and function. Next steps. Roll out date.
 4. Followup discussion on outdated pages, and dead and vacant boards on website. Status and next steps – Michael.
 5. Followup discussion and status on active/inactive email accounts – Paul.
 6. Other items not anticipated by Chair.
7. Next meeting date?

Posted by:

Date: Fragrance Free Event