The University of Tennessee at Chattanooga  
Lupton Library  
Web Team  
DRAFT Meeting Minutes  
May 19, 2008 at 4:00 PM in Room 101

Present: Melanie Dunn, Sarla Murgai, Virginia Cairns, Colleen Harris, Brian Kysela

1. Approve minutes from last meeting, if applicable.  
   ■ N/A.

2. Review any action items from last meeting, if applicable.  
   ■ N/A.

3. Review procedure for meetings: meeting frequency, minutes, action items, and procedure for setting the agenda.  
   ■ Will meet monthly and review meeting frequency as needed.  
   ■ BK will take minutes until further notice.  
   ■ Action items will be collated and reviewed each meeting.  
   ■ Agenda is open for everyone to contribute as necessary.

   ■ One addition regarding update of 'Ask a Librarian' page, no other changes.  
   ■ Priority determined to follow the listing as written.

5. RFA: Create a database information section on the 'Articles & Databases' page. Submitted by TL.  
   ■ Group decided to create a monthly graphic based add for databases page, the first one determined to be for Web of Science.  
   ■ Future adds will be determined in future meetings.

6. RFA: Add Meebo widget to workstation login pages. Submitted by JG.  
   ■ Group decided to add the meebo widget to the login page.

7. Other business  
   ■ N/A.

8. Announcements  
   ■ N/A.

Action Items  
1. Update organizational chart (CH).  
2. Create list of items to update on home page in excel (CH).  
3. Schedule monthly Monday 4-5 meeting (BK).  
4. Mock up of new 'Ask a Librarian' page (VC).  
5. Contact Beverly regarding Web of Science advert (VC).  
6. Contact Priscilla to find out who teaches graphic design, in order to find out if we can have a
student intern work on ads (VC).