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Date: August 22, 2003

To: Northampton County Technology Leadership Team (TLT)

From: Brenda E. Holden, Unit Coordinator
Northampton County Extension

CC: Mathew Mathai, Director, Blacksburg Electronic Village
Lonnie Johnson, Southeast District Director, VCE
Eleanor Schlenker, Assoc. Director, FCS&CI, VCE

RE: Meeting Minutes & Next Meeting

At our previous meeting on Wednesday, August 20, 2003, the Northampton County TLT met with Robert Roberts, Web Designer for the Blacksburg Electronic Village. Mr. Roberts conducted a 1.5 hour training of the TOP Community Website Discussion Phorum. Points that were covered were:

- Phorum Terms
- How to Post on the Phorum
 - Login
 - Creating a Topic
 - Posting to a Topic
- How to Moderate
 - Designation of the Moderators
 - What Moderators can/cannot do
 - URL phorum admin
 - Functions of the Moderator – Edit, Delete, Move, Hide, Unhide posts
- How to Administer Forum
 - Designation of the Administrator
 - Stop Phorum, User Admin, Selecting Moderators, Managing Forums
- “Roll Out” Plan for Discussion Forum
 - Who has Access When
 - Usernames and Passwords
- Support from BEV

After Mr. Roberts’ presentation, the TLT briefly discussed the next meeting, which has been scheduled for **Thursday, September 11, 2003, from 4:00pm – 6:00pm, at the**

Northampton County Extension Office. At this meeting, Mr. Mathew Mathai, Director of the Blacksburg Electronic Village, will conduct a demonstration of the BEV in a Box directory. He will also talk with our group about technology assessments and the technology master plan for Northampton County, and answer questions from the TLT and other interested members of the County.

The following items also need to be discussed, either at this meeting, or in the future:

- TLT approval of the design of the Community Website
 - Color Scheme
 - Pictures (Any Additional?)
 - Layout
- Site Content
 - What will be the site map/tabs/sections?
 - What information needs to be gathered for each section?
 - Who will be responsible for gathering the info?
- Discussion Phorum
 - Who will administer the forum?
 - Who will moderate the forum?
 - What settings will be chosen? EX: Notify moderator before/after posts
- TLT Members
 - Email accounts for ALL members

If anyone has any questions or comments, please feel free to call me at 757-414-0731.