



## MINUTES

### Technology Committee Teleconference Meeting Tuesday, April 4, 2006 2:00 p.m. – 3:00 p.m. Eastern

#### I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order.  
The following members participated in the call:

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NAME	STATE/ORGANIZATION
Tim Blevins, Chair	Kansas
Jesse Jordon	Kentucky
Steve Wilson	Idaho
Kathy Krause	Michigan
Terry Garber	South Carolina
Gordon Smead	Tennessee
Debbie Peterson, Vice Chair	Texas
Susan Ribe, Antonio Soto, Glenn White	Multistate Tax Commission
Rachel Foster	e.magination

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#### II. Public Comment Period

#### III. MTC Website Redesign and Secure Communications Assessment Project Oversight

##### User analysis matrix

Ms. Foster described the user analysis matrix that she presented to the committee. The matrix summarized the results of current MTC website user interviews. Interviewees included MTC staff, committee chairs, and one member of the public. She noted that the way users are classified (staff, committees, public) will be helpful for setting up roles management.

##### Website Requirements Document

Ms. Foster then went over the draft website Requirements document. She requested feedback from the committee by April 13<sup>th</sup>. The committee would be asked to approve the final

document on April 18<sup>th</sup>. The requirements incorporate user input thus far as well as assumptions that derive from the technology planned for the website. Mr. Blevins noted that there is a decision to be made as to whether to use the new Ektron version 6 content management system being released this month, or to use the current version.

Mr. Blevins asked that comments on the Requirements document be routed through Susan Ribe. Those providing comments should reference the document being commented on and which requirement(s) the comment applies to.

Mr. Blevins asked that Ms. Foster look into whether the website redesign planned to use cascading templates.

Ms. Garber noted that limitations on functionality related to collaboration, site metrics and search, among others, assume only the Ektron CMS will provide functionality. Ms. Foster confirmed that was the assumption. She stated that Ektron met the most needs in one package. Ms. Garber asked for details of Ektron functionalities that are referenced in the Requirements document. Mr. Blevins suggested a table of contents or fact sheet for the current Ektron version and the new release version.

Ms. Garber also asked whether the online registration for the website would accept e-checks.

### Risk Mitigation

Ms. Ribe described the “stoplight” risk mitigation document template. The committee was provided the risk mitigation documents for two of the risk areas to be monitored. Mr. Blevins indicated he would take ownership of those two areas. Ms. Ribe asked for volunteers to sign on to the remaining risk mitigation areas. The five additional risk areas were described as

- Documentation - Assuring project documentation is delivered as agreed upon.
- Design Look/Feel - Assuring a good look/feel for the website.
- Project Management Continuity - Mitigating risk of loss of management continuity.
- Data/Document Conversion - Assuring data and documents are converted and brought into the new website properly.

- Cost/Time Line - Mitigating risk to project budget and time line.

Mr. Blevins welcomed comments and suggestions on the format or substance of the risk mitigation documents.

Mr. Blevins described the two risk areas for his focus. He stated the MTC's contacts database has issues around the need to understand the relation of the database to the website, to the MTC email platform, and to secure communications.

Mr. Blevins indicated the Streamlined Sales Tax site has issues around where it fits as the MTC site is redesigned. Ms. Garber indicated TIGERS needs to be considered during SSTP site design.

Ms. Foster indicated she would send an updated project plan for distribution to the committee.

#### IV. Adjournment