



MINUTES

Technology Committee Teleconference Meeting Tuesday, May 23, 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:

NAME	STATE/ORGANIZATION
Tim Blevins, Chair	Kansas
Robert Johnston	Hawaii
Joe Randall	Idaho
Kathy Krause	Michigan
Debbie Peterson	Texas
Greg Matson	Multistate Tax Commission
Susan Ribe	Multistate Tax Commission

II. Public Comment Period

III. Planning for August 13, 2006 Topeka Committee Meeting

Proposed topics for the meeting are:

- Website development, which should be nearing production
- Secure Communication Plan: Implications and Next Steps
- Budget for FY 2007
- Automation Projects, including Audit Process

Mr. Blevins noted the need for dial-in capability for the in-person meeting.

IV. Review of Secure Communications Project Plan

Discussion of the secure communication needs assessment will be included in the June 1st and other planned teleconferences.

V. Website Redesign Project Review

Usability Testing

Ms. Ribe outlined the schedule for usability testing. Orientations will be held at least twice in late May/early June. Testing will take place June 7-9th. Testers will receive a PowerPoint containing clickable navigation of the website. Approximately 15 testers are lined up including three from the Technology Committee.

Documentation

The committee developed a list of documentation that would be expected as take away from the website development:

- Content Management administration
- Website secure administration (e.g., website registration and permissions)
- Overall site administration
- Payment acceptance/meeting registration administration
- Contacts database documentation
- Physical requirements (e.g., servers) for MTC website hosting

VI. Planning Upcoming Teleconferences

The next teleconference is scheduled for June 1st. Additional teleconferences were planned for June 13, 20, and 27th and July 11th. Items from the Website project plan and/or Secure Communication project plan will be discussed at each meeting. MTC staff will email the Committee with agenda items for each call.

VII. Other Planning as Needed

VIII. Adjournment