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2017-11-22 Meeting - Remaining Bugs

Date: November 22th 2017 - 16:00 PM (CEST)

Agenda

1. Remaining Bugs (GitHub)
2. Component 2 Review
3. Contract Wrapup
4. Site survey and recommendations

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Marc Vloemans

Minutes

1. Remaining Bugs

Notes:

-

2. Component 2 Review

Notes:

-

3. Contract Wrapup

Notes:

4. Site survey and recommendations

- Tasks remaining
 - **Action:** Jeffrey to place recommendations report in drive and email the list

Action Items

- **Action:**

2017-11-22 Meeting - Remaining Bugs

Date: November 22th 2017 - 16:00 PM (CEST)

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Marc Vloemans

Agenda

Bugs (list Jody):

- Local chapter page event listing and event calender integration Related news.

Jeffrey Lasut: makes a example and sends to Jody, for him to check, in ticket

- Initiative Page showing resources and news (cross links, not visible in general pages, only for Geo4All pages.

Jeffrey Lasut: to look at solution

- Downloads (download component earlier designed, is now Resources geworden)

Jeffrey: makes an example and sends to Jody, for him to check, ticket to be updated

- Event list with Calender view. In EOI list and calender view described. Designs and wireframes however accepted, In this only list view mentioned.

Marc Vloemans: Executive decision: to accept

- Partner detail page with relevant initiatives, projects and resources

Jeffrey Lasut: to look at solution

- Newsletter

Template for OSGeo and Geo4All made up. Helena to verify, Marc to remind her.

- Remaining items SAC/Alex.

Marc to remind Alex and SAC again.

- Site survey and recommendation

To be wrapped up this week by GetInteractive. To send to Jeff, Jody, Marc

- GetInteractive in 2018

Offer earlier sent to Jeff J.: 1 hr (80 USD) per month WP maintenance.

To be expected work from recommendation/Site survey. (to be estimated XXXX USD)

Also some enhancement work for Geo4All (estimated 5.000 USD)

2017-11-15 Meeting - Remaining Bugs

Date: November 15th 2017 - 16:00 PM (CEST)

Agenda

5. Website Transfer
6. Remaining Bugs (GitHub)
7. Component 2 Review
8. Contract Wrapup
9. Style guide
10. Site survey and recommendations

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett, Vicky Vergara, Regina Obe

Minutes

5. Website Transfer

Notes:

- repo: <https://git.osgeo.org/gogs/osgeo/wordpress>
 - private repo, incase of configuration settings, so login first
- Confirm repository access (with osgeo account)
 - Jody - works!
 - Jeffrey - not yet, so blocker for component 2 delivery
- Robe make the repo public as a temporary measure
 - Jeffrey can clone, but not push to repository.
 - Robe added a master branch, can now push
 - **Action:** Robe to ask for help configuring private repo
- **Action Jeffrey:** Write google doc basic steps on installing WordPress website.

6. Remaining Bugs

Notes:

- Topics editing glitch: <https://github.com/OSGeo/osgeo/issues/166>
- Logo bug report: <https://github.com/OSGeo/osgeo/issues/163>
 - Content: <http://osgeo.getinteractive.nl/about/branding-material/>
 - page should link to github v9
 - Transfer: We have a volunteer to transfer content

- Volunteer requested access to original InDesign that generated PDF
-
- styleguide: <https://github.com/OSGeo/osgeo/issues/110>
 - Github now has v9
 - Pim has placed styleguide assets in drive (Indesign file <https://drive.google.com/drive/u/0/folders/0B08AjQ2hqLipMmRqWFN0cnV2ZEU>)
 - **Action:** Jody to share styleguide source with Nicolas Bozon to transfer to html “online” representation
- Fonts - <https://github.com/OSGeo/osgeo/issues/154>
 - follow up with google fonts workaround

7. Component 2 Review

Notes:

- Jody updated topics, all projects get sorted onto the right page
- Last steps
 - 1. osgeo sac working on website transfer
 - 2. osgeo marketing committee to review migration
 - 3. Recommendations report
- When complete osgeo marketing to make a motion to accept, and then notify the board

8. Contract Wrapup

Notes:

- Status
 - Component 1 - has been accepted by marketing committee (see email)
 - Component 2 - see above
 - Component 3 - already accepted
- Pim has google document (from last meeting) double checking deliverables
 - Copied into our [project delivery signoff](#) component 2 tab
 - **Action:** Marketing committee to fill in [project delivery signoff](#) component 2 tab

9. Style guide

Pim has provided v9 update, now on github here:

10. Site survey and recommendations

- Tasks remaining
 - recommendations report draft
 - **Action:** Jeffrey to place recommendations report in drive and email the list

Action Items

- **Action:** Robe to ask for help configuring private repo
- **Action:** Jody to share styleguide source with Nicolas Bozon to transfer to html “online” representation
- **Action:** Marketing committee to fill in [project delivery signoff](#) component 2 tab
- **Action:** Jeffrey to place recommendations report in drive and email the list

2017-11-8 Meeting - Remaining Bugs

Date: November 8th 2017 - 16:00 PM (CEST)

Agenda

11. Remaining Bugs (GitHub)
12. Component 2 Review
13. Contract Wrapup
14. Style guide

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett, Marc Vloemans

Minutes

11. Remaining Bugs

Notes:

- [Project page service providers link, list not sorted core > contributor > other](#)
 - Should be working test with geoserver, lists more than core 3 :)
 - Filter is not accessible by dropdown, enhancement?
 - Checked wireframe, we missed this during review, making [#161](#)
 - CLOSED
- [font issues on home page](#)
 - Reported to google fonts [google/fonts#1300](#)
- [geoforall map interrupts page scroll](#)
 - Reached out to Andreas for help
 - Remaining issue on mobile:
 - **Action:** Contact Andreas for help on mobile scroll ignore
- [No maps shown on iPhone 6 Plus](#)
 - Works now, CLOSED
- [Use of embedded web maps](#)
 - Some outstanding testing remains, problems with IE and Andriod ...

12. Component 2 Review

Notes:

- No progress from OSGeo side since last week
 - I was happy with choose-a-project functionally changes
- Work on migration on sub pages:

- **Action:** Jody to set up breakout meeting to review migration of subpages

13. Contract Wrapup

Notes:

- Jeffrey making a spreadsheet “component 2 signoff”
 - **Action:** Jeffrey to share component 2 signoff spreadsheet on marketing drive ([project delivery signoff](#))
 - **Action:** Jody take component 2 signoff to Marketing list to review and approve via email
- Installation update
 - Update sent to email list :)
 - Up and running on osgeo hardware
 - SAC working on two tasks:
 - Which URL to use, Alex is asking
 - Suggest use of SSL, Regina is working on it
- Questions:
 - Coordinate final migration
 - **Action:** Jody to sort projects into the right category after #19 prior to final migration
 - Any idea how wordpress users and LDAP users?
 - There is a plugin to install and configure, we will have to see how deep integration goes
- Q: where to store wordpress assets?
 - **Action:** Jeffrey to ask Alex where to store wordpress assets

14. Style guide

Notes:

- Marketing committee has a motion to accept, closes in a couple days ...
- Request a copy of the InDesign files from Pim
 - nicolas bozon will convert to html, when source provided
 - **Action:** Jeffrey to request styleguide source and place in google drive, jody to upload to github
- Some feedback from review here [styleguide review and feedback](#)
 - **Action:** Jeffrey to review styleguide feedback as “bug” with Pim

Action Items

- **Action:** Contact Andreas for help on mobile scroll ignore
- **Action:** Jody to set up breakout meeting to review migration of subpages
- **Action:** Jeffrey to share component 2 signoff spreadsheet on marketing drive ([project delivery signoff](#))
- **Action:** Jody take component 2 signoff to Marketing list to review and approve via email

- **Action:** (done) Jody to sort projects into the right category after #19 prior to final migration
- **Action:** Jeffrey to ask Alex where to store wordpress assets
- **Action:** Jeffrey to request styleguide source and place in google drive, jody to upload to github
- **Action:** Jeffrey to review styleguide feedback as “bug” with Pim

2017-11-1 Meeting - Remaining Bugs

Date: November 1th 2017 - 16:00 PM (CEST)

Agenda

15. Remaining Bugs (GitHub)
16. Component 2 Review
17. Survey
18. Contract Wrapup

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett
- Marc Vloemans
- Helena
- Angelos Tzotsos
- Vasile

Minutes

15. Remaining Bugs

Notes:

- <https://github.com/OSGeo/osgeo/issues/154> font issue
 - Reproduced, windows only google fonts issue, research ongoing
- <https://github.com/OSGeo/osgeo/issues/159>
 - service providers filter and sorting
- <https://github.com/OSGeo/osgeo/issues/136>
 - env needed for bug report, clarified as 11.1
- <https://github.com/OSGeo/osgeo/issues/128>
 - Going to ship with default osm tiles (waiting on decent tile sever solution from community)
 - Action:
 - Open <https://github.com/OSGeo/osgeo/issues/150> as blocker
 - page scroll interrupted by mouse wheel zoom, disable zoom

Action:

- **Jody:** Follow up with Marvin and Andreas for 150 (meeting?)
- **Jody:** Restore projects to the correct pages after issue 19 closed

16. Component 2 Review

- Last week we found some gaps
 - mostly pages “under” key about pages
 - Google doc review listed “missing” pages
- Some questions
 - formation meetings → migrate to wiki or keep on new website?
 - Legal page ...

Action:

- **Jody:** Set up meeting to check what is already done, and open bug ticket for missing content

17. Survey

- How many responses: 23
- Is that enough to make a report
 - It will have to be, ship early and ship often
 - also use github enhancements

18. Contract Wrapup

- Component 1 - need to check style guide acceptance
- Component 2 -
 - JL: has a google doc checking against contract
 - launching website; plan in place with Alex+SAC this week
 - drafting recommendations (see survey above)

Action Items

- **Action:**

2017-10-25 Meeting - Remaining Bugs

Date: October 25th 2017 - 16:00 PM (CEST)

Agenda

19. Remaining Bugs (GitHub)
20. Component 2 Review
21. Survey
22. New issues raised during meeting
23. SAC Communication
24. Contract Wrapup

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett

Minutes

19. Remaining Bugs

Notes:

- [partner page mailing list link, if provided, results in a broken link](#)
 - Form demands an email address, but we want to link to mailman sign up page
 - Field validated as text, changing to URL → fixed!
- [Filter on Resources page not working on Firefox](#)
 - Was marked as fixed in another bug report comment, checking ...
 - Yes fixed, need to refresh the page for the fix to show up!
- [Who's involved view all link](#)
 - Held open as the issue occurs with local chapters
- [Use of embedded web maps](#)
 - Pop up not working in toggle map, but works on geoforall page
 - pop vs clustering challenge
 - Note scroll wheel response by map on geoforall page interrupts scrolling down the page
 - On mobile map zoom is done by pinch to zoom so should not be a trouble
- [When coordinates from Google Maps are converted to OpenLayers they are incorrect](#)
 - Finally sharing code, help needed here.

- **Action:** Jody to ask for help on these map issues again; look to set up a meeting with Marvin to get these solved. m.binneveld@getinteractive.nl
- [news item share this icons missing on old news item in safari](#)
 - Low priority, test in a VM do not upgrade yet :)
- [Choose a project tag system not working to reduce search space](#)
 - Closed, problem split into two issues
- [Combine Project and Topics and Technologies](#)
 - Work on this next
 - Make Topic ← Level 1 and Level 2 nested
 - Filter drop down does not need to show "Topic"
- [Use of "OSGeo" in menus and actions \(rather than "OSGEO"\)](#)
 - Request from venka, mailing list is happy and Pim is fine with it

Action:

- **Jeffrey:** Check project list "empty header area" with Pim.

20. Component 2 Review

Google Document: [Component 2 Review](#)

See spreadsheet:

- Do not think the review identified any additional missing functionality that was not already reported (things like filter not working on firefox etc..)
- Google doc lists some pages "missing" from drupal
 - General theme is when a page like "About" or "Incubation Committee" had content, the content was not migrated.
 - This did not show up on our sitemap (because it does not need a menu entry)

21. Survey

Sent out to email lists, with direct links to appropriate committee or project page.

- Started getting more filled in, currently 18 entries

22. New issues raised during meeting

- [unable to link to project list filtered to show WPS projects](#)
- [maintenance of partner link initiative](#)
 - Reported from GeoForAll list
- [geoforall map interrupts page scroll](#)

23. SAC Communication

Small contract in place to support website migration, thanks Alex.

24. Contract Wrapup

Plan:

1. Marketing committee is pretty much done this contract
 - a. This contract can finish before migration to SAC
(separate contact with SAC)
2. Remaining items
 - a. Component 1
 - i. waiting on style guide? Let's check with Pim .. version 8 supplied.
 - ii. **Action:** Jody to ask marketing list to review, and then accept Component 1
 - b. Component 2
 - i. marketing committee reviewing component 2 content migration
 - ii. remaining issues
 - iii. survey report
 - iv. Hand over source code to OSGeo
 1. via github (public/private) or something with SAC?
 2. **Action:** Ask Alex to discuss how to hand over source code with SAC.
 - v. **Jeff:** Check contract for any remaining items for Component 2
 - c. Component 3 - accepted

Action Items

- **Action:** Jody to ask marketing list to review, and then accept Component 1
- **Action:** Ask Alex to discuss how to hand over source code with SAC.
 - Done - see <https://trac.osgeo.org/osgeo/ticket/2018>
- **Jeff:** Check contract for any remaining items for Component 2
- **Jeffrey:** Check project list "empty header area" with Pim.
- **Action:** Jody to ask for help on these map issues again; look to set up a meeting with Marvin (m.binneveld@getinteractive.nl) to get these solved.

2017-10-18 Meeting - Remaining Bugs | Website Hosting | Content Migration

Date: October 18th 2017 - 16:00 PM (CEST)

Agenda

- 25. Remaining Bugs (GitHub)
- 26. Website Hosting
- 27. Content Migration
- 28. GeoForAll Lab form request

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett
- Jeffrey Johnson
- Marc Vloemans

Minutes

25. Remaining Bugs

Notes:

- Partner page website
 - <https://github.com/OSGeo/osgeo/issues/139>
- Project page
 - pproject page “contributors” viewed all members, needs to filter by project
 - This was fixed for service providers
 - Same issue for geoforall lab
- Partner page - some have two contact people! Not one ...
 - <https://github.com/OSGeo/osgeo/issues/140>
- Webmap -
 - <https://github.com/OSGeo/osgeo/issues/128>
 - Members page, map of members is hiding in the filter drop down.
 - <http://osgeo.getinteractive.nl/initiatives/geo-for-all/>
 - Should the map be in the heading?
 - Currently it is hidden in the drop down filter!
 - There is a spot in the heading visually.
 - This is working in safari now
 - <http://osgeo.getinteractive.nl/community/members/>
 - Not working in safari yet
- Webmap coordintes

- <https://github.com/OSGeo/osgeo/issues/123>
 - Hoping this is a projection issue, points are always south
- <https://github.com/OSGeo/osgeo/issues/88>
 - Choose-a-project pages not listing correct content yet!
 - Looking into it there are a bunch of small things,
 - No Technology > Clients Listed because they did not list “technology”, and so on ...
 - The projects have not been able to understand and apply the Level 1 > level 2 split!
 - Reopen [#19](#) and migrate to hierarchy
 - Action: Jeffrey to discuss replacing Level 1 > Level 2

Initial feedback from survey:

- A few responses, waiting for map fixes to share with community, and elections to finish

26. Website Hosting

Notes:

- SAC has had a meeting, they are going ahead with cloud hosting and contract you provided, .. waiting contract to be signed.
 - so decision has been made (whew)

27. Content Migration

Notes:

- So much news! Great to see
 - When making a local link, there were so many gvSig news items I could not find the project page! :)
- A couple news items cards have text that go out side their box
 - [Feb 16, 2009 Sortie de la version 1.0.0 Kore de QGIS](#)
http://farm4.static.flickr.com/3076/3157654522_921f451ac5_m.jpg Chers
[utilise...](#)
 - Seach for “****” to see more examples!
 - Still waiting on meeting/review by marketing committee
 - **Action:** Jody to to schedule content migration review with marketing committee
- Bug? Foundation news → view all press releases

4. GeoForAll Lab Form request

- Email sent last night, focused on ...
 - Migrate GeoForAll Lab Form to wordpress
 - See enhancement <https://github.com/OSGeo/osgeo/issues/63>

5. Discussion

- News letter, mailchimp meeting review - GeoForAll going ot be using this

Action Items

- **Action:** Jody to to schedule content migration review with marketing committee
- **Action:** Jeffrey to discuss replacing Level 1 > Level 2 , will probably need to adjust filter dropdown to match any changes

2017-10-11 Meeting - Remaining Bugs | Website Hosting | Content Migration

Date: October 11th 2017 - 16:00 PM (CEST)

Agenda

- 29. Remaining Bugs (GitHub)
- 30. Website Hosting
- 31. Content Migration

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett
- Jeffrey Johnson
- Marc Vloemans

Minutes

28. Remaining Bugs

Notes:

- Location bugs
- <https://github.com/OSGeo/osgeo/issues/22>
 - How to handle multiple locations? How to handle regions?
 - The answer is a tree with checkboxes:
 - **Argentina** - region
 - **Buenos Aires** - point location
- <https://github.com/OSGeo/osgeo/issues/76>
 - being handled as content migration, google forms → locations
 - we will not have to enter these into again form
- Please reach out if there are any problems with web mapping!
 - Had to swap to OSM background, the website tile server is not working :(
 - <https://github.com/OSGeo/osgeo/issues/123>
 - Help is needed here migrating from google maps to open layers!
 - **Action:** Jody to pass on this request for help to mailing list, open layers team
 - Some relationship with GeoForAll webmap
- <https://github.com/OSGeo/osgeo/issues/108>
 - Adding a footer area for fineprint (citations, legal, whatever)
 - Ability to add links when writing this text would help, especially for linking off to a legal page → and then close issue

- <https://github.com/OSGeo/osgeo/issues/95>
 - Add links in text (for projects, initiatives etc...)
 - Initiatives block retained to link to partner resources
- Added issues for:
 - Project filter getting too large, discussed previously
- <https://github.com/OSGeo/osgeo/issues/115>
 - This is the map Helena was referencing last week, the author provided the link to Jeffrey Johnson in August but no link was created and we were focused on foss4g

29. Website Hosting

Notes:

- No update from SAC, they meet tomorrow (Jody will attend as a guest)

30. Content Migration

Notes:

- News, etc... reviewed last week
- locations being migrated from lat/lon
- Site map document has identified
 - Did not review with Marc, will try again
 - So far some new content to write
 - **Action:** Open source, migration, Jody to follow up with Steve
 - **Action:** GeoForAll empty pages, follow up with Helena and GeoForAll list
 - Spot check - how to sponsor - done!

Action Items

- **Action:** Survey friday, Jeffrey to send out to participants, Jody to send out to mailing list
- **Action:** Open source, migration, Jody to follow up with Steve
- **Action:** GeoForAll empty pages, follow up with Helena and GeoForAll list
- **Action:** Jody to pass on this request webmap for help to mailing list, OpenLayers team
- **Action:** Send email after SAC hosting meeting, invite Alex to next week's meeting
- **Action:** Jody reach out to Helena and check if she (or another member of GeoForAll) is whitelisted to work on GeoForAll content

2017-10-4 Meeting - Newsletter Template | Styleguide v7 | Remaining Bugs | Content Migration

Date: October 4th 2017 - 16:00 PM (CEST)

Agenda

- 32. Newsletter Template
- 33. Styleguide v7
- 34. Remaining Bugs (GitHub)
- 35. Content Migration
- 36. Status and Schedule

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett
- Helena Mitasova

Minutes

31. Newsletter Template

Notes:

- Follow on from last week's discussion on official emails
- GeoForAll sends far more official emails so they have focused on that use-case
 - MailChip is used by our conferences
 - **Action:** Helena to recommend mailchimp and template to GeoForAll mailing list
 - html example is in google drive, to share with Helena
 - Pim offered a 10 min intro for GeoForAll volunteers
 - **Action:** Pim send Helena a invite to Mailchimp account for new templates

32. Styleguide v6+1

Notes:

- Nice map from Gretchen
- This is now ready
- Cameron has some feedback - see ticket
 - <https://github.com/OSGeo/osgeo/issues/110>
 - We went over the feedback → so next will be version 8!
- Publish revised styleguide as v8
 - **Action:** Pim to put updated/revised styleguide on google drive → Jody to copy over to github

33. Remaining Bugs (GitHub)

Notes:

- Search bug → could not reproduce closed

- Filter bug → incomplete bug, could not see any broken filters in testing, please reopen with more information
- Three remaining issues
- What about missing functionality - example maps not being implemented?
 - Actual they are implemented - the tile server is not responsive so they appear empty! See <https://github.com/OSGeo/osgeo/issues/105>
 - Helena shows <http://kartoweb.itc.nl/D3tests/GeoForAllMap/>
 - good idea from GeoForAll was never shared with the Get Interactive
 - **Action:** report proposed geoforall map as a enhancement - <https://github.com/OSGeo/osgeo/issues/115>

34. Content Migration

Notes:

- See [content inventory and site map](#)
 - Based on site map
 - Inventory of old website
- Choose a project
 - Double check how the tag system worked out, Level 1 and Level 2
- Migration
 - Checking page by page
 - News migrated
 - FAQ internal links fixed
- Partners
 - **Action:** Jody to ask the board to update the [google doc](#) with new partners!

35. Status and Schedule

Marketing:

- Reviewing Component 3 - and accepted, and advised the board
- Reviewing Component 1 - reviewing now
- Component 2 - is not ready yet

Get Interactive:

- Survey for feedback?
- Online form
 - Waiting on last couple bugs to be fixed, so we get useful feedback
 - **Action:** Send online feedback form to participants in code-sprint after remaining bugs fixed

OSGeo

- Confirm we are caught up on payment
- Hosting: October 10th meeting to discuss hosting
 - Jeffrey Johnson passed on your hosting quote to the sys admin committee
 - **Action:** Revisit schedule after Oct 10th SAC meeting
- Two issues were identified as key for community acceptance:
 - [Use of "Similar Proprietary Products" field](#)
 - [Footer field for references and registered trademark disclaimers](#)

- **Action:** Mark “migrate to” issues as bugs for Jeffrey Laust to schedule

Action Items

- **Action:** Helena to recommend mailchimp and template to GeoForAll mailing list
- **Action:** Pim to put updated/revised styleguide on google drive → Jody to copy over to github
- **Action: (done)** report proposed geoforall map as a enhancement - <https://github.com/OSGeo/osgeo/issues/115>
- **Action:** Jody to ask the board to update the [google doc](#) with new partners!
- **Action:** Send online feedback form to participants in code-sprint after remaining bugs fixed
- **Action:** Revisit schedule after Oct 10th SAC meeting
- **Action: (done)** Mark “migrate to” issues as bugs for Jeffrey Laust to schedule

2017-09-27 Meeting - Newsletter Template | Remaining Bugs | Website Hosting | Content Migration

Date: September 27th 2017 - 16:00 PM (CEST)

Agenda

- 37. Newsletter Template
- 38. Remaining Bugs (GitHub)
- 39. Website Hosting
- 40. Content Migration

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett (unable to attend, sorry)
- Jeffrey Johnson
- Marc Vloemans

Minutes

36. Newsletter Template

Notes:

- Pim created a Mailchimp template for OSGeo mailings, GeoForAll sends alot more mailings so Pim is gonna create a GeoForAll version.
- Pim send a invite to Jody, JeffreyJ and Marc for Mailchimp to check on the new template.

37. Remaining Bugs (GitHub)

Notes:

- JeffreyJ will check issues in Github that are waiting for a reply.

38. Website Hosting

Notes:

- Waiting on approval from OSGeo.

39. Content Migration

Notes:

- Last migration is done en checked by Jody's spreadsheet:
<https://docs.google.com/spreadsheets/d/1n5WzCqURZHTpkxV8DwqxOw56EVNuo53hHMyMeIYJ-Xg/edit#gid=0>

Action Items

- **Action:**
- **Action:**
- **Action:**

2017-09-13 Meeting - Project component 1 + 3 sign-off and Updated Guided Search

Date: September 6th 2017 - 16:00 PM (CEST)

Agenda

1. Project component 1 + 3 sign-off
2. Updated Guided Search

Attendees

Get Interactive

- Pim Tebbens

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

Scribus Template

Review Antia's QGIS Handout, looks good.

- Some research shows bullet points for Arial ► are possible making this much easier to maintain
- Recommend dropping back to versino 1.4, not everything works in 1.5
- Pim was happy with the appearance, the QGIS logo was a bit large

Collateral

- Sign-off document
(https://docs.google.com/spreadsheets/d/1RIItHzHM4LtI5UiWSH_LQRPetQdMD4sQa9LX_tYG5lpQ/edit#gid=0)
- Letterhead
 - InDesign - able to edit, but complicated with seperate material folder
 - EPS
 - Sketch, graphics came through but text was messed up and needed to be replaced
 - Scribus - looks good, but tet came through as individual letter shapes
 - Illustrator - can edit the text

- Recommend Editing EPS directly just to change the text
- Biz card - as above
- Brochure - strongly recommend indesign for this
 - note content was updated for letter for boston, but nut
 - Pim is going to double check that the A4 content is consistent (we had some small troubles producing the letter output, missing “i” “l” etc..)
- One Page Brochures - done
- Flyer - correct design, can be used when interested
- Continue through the rest of the spreadsheet
 - Made a column for the different formats content was provided in
 - Added rows for EU, US as required
 - Had to break out rows for social media facebook, twitter, etc...
- **Action:** Pim to make folders for US, EU to make collateral easier to review
- **Action:** Pim to email when ready and set up separate meeting

Website

Choose a project

- All icons are in
- Text is inconsistent between website and draft
 - **Action:** Pim to check choose-a-project consistency for icons
 - **Action:** Pim to check choose-a-project consistency for text

Issues review:

- choose-a-project is better after logic change last
- Partners
 - Presentation of an individual partners not consistent
 - this page needs some help
 - Visual design not available in invision
 - only the wirerame which has been used here for the layout
 - This is already reported as an issue
- Projects
 - Page for each project does not show if is in an OSGeo project
 - Shown in listing
 - Should have the label somewhere! → report it as a bug :)
 - “Marble” belongs to KDE and OSGeo
 - **Action:** Jody to report osgeo project label as an issue

Action Items

- **Action:** Pim to make folders for US, EU to make collateral easier to review
- **Action:** Pim to email when ready and set up separate meeting
- **Action:** Jody to review choose a project website text
- **Action:** Jody to report osgeo project label as an issue

2017-09-06 Meeting - Project component 1 + 3 sign-off & Website prototype debugging

Date: September 6th 2017 - 16:00 PM (CEST)

Agenda

3. Branding Style Guide
4. Project component 1 + 3 sign-off
5. Website Prototype Github issues
6. Website Migration Update

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

- Sign-off document
(https://docs.google.com/spreadsheets/d/1RIItHzHM4LtI5UiWSH_LQRPetQdMD4sQa9LX_tYG5lpQ/edit#gid=0)
- Site Map
(<https://docs.google.com/spreadsheets/d/1n5WzCqURZHTpkxV8DwqxOw56EVNuo53hHMyMeIYJ-Xg/edit?usp=sharing>)

Branding Style Guide

- Icons (round 3) look great!
 - No good solution for “open data”
- Cartography
 - request hi-def imagery, take screen snap from live website
 - **Action:** Jeffrey to send link or screen snap
- Branding
 - OSGeo Live - now doing its own thing (success)
 - Social Media Icons
- Color difference

- this is due to compression and browser versions
(will change to SVG to take specific control)
<https://github.com/OSGeo/osgeo/issues/13>

Discussion on printables in german:

Choice of open source program:

- Inkscape → different version of SVG
 - Produces a PDF just fine
 - SVG differences between browsers and Inkscape
- Scribus was easier to manage for translations
 - Terrible usability
 - Recommended option
- Sketch - not open source
- **Action:** Jody to follow up with Pim and Mailing List

Project component 1 + 3 sign-off

Component 1: branding and online style guide

- **Action:** Pim to place style guide to PDF, Jody to follow on the email list to accept

Component 3: print marking collateral creation

- We think all of this been delivered into drive
- **Action:** Pim to add template to Drive, Jody to follow on the email list to accept

Website Prototype Github issues

Labels:

- content request → help wanted
- bugs → action needed
- enhancements → new ideas that are out of scope
- Update: Jeffrey was able to add a custom label for “content”

Level 1 - top level of the choose a project

- **Level 2** - The tags associated with technology
- **Level 2 Development** - tags associated with Development
- Do we want to combine these? Would it make it easier

Website Migration Update

No progress yet.

Action Items

- **Action:** Jeffrey to send link or screen snap (of hi-rez cartographic example)
- **Action:** Jody to follow up with Pim and Mailing List (on InkScape vs Scribus)
- **Action:** Pim to place style guide to PDF, Jody to follow on the email list to accept
- **Action:** Pim to add print templates to Drive, Jody to follow on the email list to accept

Next Meeting Agenda Items

- review deliverable feedback from email
- T.B.D.

2017-08-30 Meeting - Post FOSS4G

Date: August 30th 2017 - 16:00 PM (CEST)

Agenda

7. Actions of foss4g code sprint
8. Branding Style Guide
9. Website Review
10. Map Integration
11. Icon Discussion

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

1 Status “Action Items” from foss4g code sprint

Great response for new content added to prototype.

- **Action:** Return to restricted access, focus on fixing issues report in github

Hosting discussion

- **Action:** Jeffrey request a quote for hosting for one year

2 Branding Style Guide

Can we grind through and check this off as done?

Shared screen review

- brands, sub brands, distinct brands
 - Change over to “new” OSGeo Live idea of a play icon
- Local Chapter
- Cartography
 - **Action:** Pim to add cartography section and email a version 1.0

- **Action:** Nickolas will work on web page when this is finished!
- photos / colors - good
- Social media icon, nice approach!
 - Looks sharp, not sure if that will work in a circle crop
 - Tried them out of twitter and facebook (size did not quite work on mobile)
- Q: Add icons to the style guide?
 - Add a discussion, icon set, show some examples.
 - **Action:** Pim to add page to style guide for icons
- Issues
 - <https://github.com/OSGeo/osgeo/issues/13>

3 Website Review

Updates:

- <https://github.com/OSGeo/osgeo/issues/87> Sorting

Review of site map

Projects list

- Description has gone longer than two sentences
- Filters are going longer than a page

Locations:

- Local chapters, service providers and GeoForAll labs with multiple locations

Map integration

- As required for members, local chapters.
- Style content slow, not added to site yet.

4 Icon Discussion

Review feedback in invision:

- No useful feedback from discuss@osgeo.org
- Choose page:
 - good, some work to do on consistency
 - Migrate - stick with migrate symbol in isolation
- Publish
 - difficult tradeoffs here
 - running into limitation of two ideas per icon
 - Catalog covers search + service + data
 - Discussion
 - Torben provided raster (a grid) and vector (noded linework) data representation
 - consider focusing on the result (ability to search) rather than the act of publishing
- Mapping - really good
 - Clear presentation of map used in different context (desktop, server, cloud, mobile)

- Analysis - needs help, most of discussion occurred here
 - Trying “gear” for work combined with existing
- IT - good
- Development - some icons in the wrong spot, but ideas are sound

Action Items

- **Action:** Return to website restricted access, focus on fixing issues report in github
- **Action:** Pim to add cartography section to style guide and email a version 1.0
- **Action:** Pim to add page to style guide for icons
- **Action:** Nickolas will work on web page representation of style guide when this is finished!

Next Meeting Agenda Items

- Review contract items and mark off what is completed
- T.B.D.

2017-08-09 Meeting - Branding Style Guide

Date: August 9th 2017 - 16:00 PM (CEST)

Agenda

12. Status "Action Items" from last week's meeting.
13. Branding Style Guide.
14. Website (in development)

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

- **Status "Action Items" from last week's meeting.**

Notes:

- Meeting 2017-08-02:
- FOSS4G Prep
 - Access to conference on Friday
 - **Action:** Jody contact Guido to see about access to OSGeo Booth or BOF area
 - Ordered t-shirts, to share on friday
 - And raffel on saturday to code sprint

- **Website**

Notes:

- Project logos, need to make a standard size so they do not appear distorted
 - **Action:** Set a deadline for this data collection migration, Friday
- Tried this for sponsors and it looks much better
 - we can delete the FreeArt one they are no longer a sponsor
- Projects
 - Spreadsheet forms → pages
 - Jeffrey can follow up with individual project leads
 - Action: send email to the people who filled out the form
 - GeoServer
 - Unable to figure out the core features + spec
 - See github isse

-
- GeoNode
 - Looks perfect
- Project type: location
- Core Features: headings / feature
- screen snap
- Service Providers
- Resources
- GeoForAll Labs
 - Currently being edited by hand
- Review of project logos
 - Action: Jody to update Integrated Solutions → Web Mapping Application
- **Branding Style Guide.**

Notes:

- Plan to publish
 - Idea: place on github
 - Idea: online style guide
 - <http://gfdrr.github.io/innovation-lab-brand-guidelines/>
 - plan for managing going forward
 - collect examples from community, cartography from gretchent
 - indesign → scribus (not a best idea)
 - publish online as part of website
 - pdf download
 - Some sections to show the important details
 - (tried output from indesign)
 - **Action:** Jeffrey Johnson and Jody to make a plan to convert to github/pdf
 - What kind of changes do you expect?
 - Updates to cartography
 - Updates to sub brands
- Subbrands
 - Jody passed over the list of sub brands
 - Many groups had made custom mark's for use on social media
 - Good discussion on:
 - OSGeo Brand, OSGeo Subbrand, Distinct Brand
 - Distinct Brands
 - Local chapters should use "OSGeo Local Chapter" logo on their website
 - Projects asked to use "OSGeo Project" or "OSGeo Community" subbrands
- Colors
 - Secondary colors look good
 - Panton verified
 - Ask gretchen to add a page for cartography
- Photos

- Nice to show use of colors
 - Document use of “multi-opacity”
- Branding elements
- Biz, cards, letter headers
- One page info
-

Action Items

- **Action:**
- **Action:**

Next Meeting Agenda Items

- T.B.D.

2017-08-02 Meeting - FOSS4G Boston Sprint Presentation & Collateral | Website Prototype V2

Date: August 8th 2017 - 16:00 PM (CEST)

Agenda

15. Status "Action Items" from last week's meeting.
16. Boston FOSS4G Sprint Presentation.
17. Website Prototype V2.
18. Boston FOSS4G Collateral.

Attendees

Get Interactive

- Jeffrey Lasut
- Pim Tebbens

OSGeo

- Jody Garnett
-

Minutes

- **Status "Action Items" from last week's meeting.**

Notes:

- Meeting 2017-07-24: database and directories - no update yet
- Style Guide
 - Subbrands
 - Confusion between website areas (OSGeo Resources) and sub brands (Marketed)
 - grab sub brands from EOI
 - **Action: Jody to produce list of sub brands for Pim**
 - Software foundation
 - OSGeo Project
 - OSGeo Community
 - OSGeo Incubation
 - GeoForAll
 - kept their logo, migrated colors and fonts
 - Feedback on infosheet the geoforall logo does not tie in with the compass shapes in the background.
 - OSGeo Live
 - Feedback: follow uk example on text
 - The approach of swapping out the center?

- Local chapters - variations of text and mark
 - OSGeo:UK - <http://uk.osgeo.org>
 - Feedback: pim is really happy with this
 - OSGeo.nl - <https://osgeo.nl>
 -
- Take this conversation to boston (and beer!)
- photos
 - lots of discussion
 - drone photos, human / infrastructure photo - respect license
 - <https://unsplash.com/search/drone> - close to vertical
 - <https://openaerialmap.org> - specify scale
 - Example of how to highlight colors
 - [Visual-style-guide.pdf](#) see section 6
- Fonts
 - Font chosen did not support polish!
 - drop back to Miriam Libre for body text in this case
- T-shirt ← jody wants this one

- **Boston FOSS4G Sprint Presentation.**

Notes:

- Training During Code sprint
- presentation
 - Update from FOSS4GE, use in training session
 - Focus on Basic wordpress editing
 - LDAP not sorted
 - Can we set attendees with access?
 - Make temp access for the day? Whitelist from venue
 - And then withdraw in 24 hours
 - Alternative: Get one editor with a group of five and go through creating content
 - 10-15 people at once
 - Plan:
 - Morning: Training session in the morning
 - Afternoon: Visit project teams
 - We need a couple forms to be complete
 - GeoForLab
 - OSGeo Form
 - Service Provider Form

- **Website Prototype V2.**

Notes:

- Content priorities for foss4g:
 - project descriptions
 - forms need to get complete (see above)
- Issues communication:

- What to do about issues? Service providers: number of employees, core contributor, etc...
- Discussion → <https://github.com/OSGeo/osgeo/issues>

- **Boston FOSS4G Collateral.**

Notes:

- We will try and print tomorrow!
 - Will wait for update from Pim, coordinate with Peter Wheeler
 - **Action:** Coordinate printing with Pim and Peter Wheeler tomorrow
 - Luca will handle local printing with marketing list, may need to request more budget
 - **Action:** Luca to request additional budget from marketing list for any information sheets that require local-printing

Action Items

- **Action:** Jody to produce list of sub brands for Pim
- **Action:** Coordinate printing with Pim and Peter Wheeler tomorrow
- **Action:** Luca to request additional budget from marketing list for any information sheets that require local-printing

Next Meeting Agenda Items

- T.B.D.

2017-07-24 Meeting - Status Content Migration | FOSS4G Boston Sprint | FOSS4G Branding & Printing

Date: July 24th 2017 - 16:00 PM (CEST)

Agenda

19. Status "Action Items" from last week's meeting.
20. Status Content Migration.
21. FOSS4G Boston Sprint.
22. FOSS4G Branding and Printing

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett
- Luca Delucchi

Minutes

- **Status "Action Items" from last week's meeting.**

Notes:

- database and directories - no update yet

- **Status Content Migration**

Notes:

- Stuck on database and directories - new contacts venka and jeff mckeena contacts
- Forms are collecting content
 - service providers - shared
 - project form
- Prototype moving forward - next bits that need to be done
 - mega menu
 - wizard for selecting content - content [choose a project](#) google doc
- Priority
 - home page "choose a project", "why open source", "join our community" - this is distracting people from looking at anything
 - One complete example page to inspire participation:
 - <http://osgeo.getinteractive.nl/projects/geonode-2/>
- map is up for integration

- integrate for service providers page
 - Map visual: <http://demo.tegola.io/#15/32.7227/-117.1512>
 - Javascript integration: <http://www.gretchenpeterson.com/live-map-mapbox.html#14.66/50.7173/7.1318/-52/60>
-

- **FOSS4G Boston Sprint**

Notes:

- Attending: Jeffrey L, Patrick, Pim
- Start to plan workshop, make separate meeting?
 - priority: have content+plan at Code Sprint
- Training:
 - WordPress form, editing a GeoForAll lab, lat/lon
 - Google Forms vs WordPress editor
- Print instructions
 - Workshop materials → Jody Print (see below)

- **FOSS4G Branding and Printing**

Notes:

- Logo
 - Jody will share draft style guide
 - A4 broucher
 - A3 info sheets
- Printing - jody is printing for boston
 - Update A4 and A3 handouts before boston printing
 - Documents sent to Marc
 - SVG does not show fonts correctly *in* github, but if you download it is correct
- Community roleout
 - Luca having some success working for SVG
- Workplan → Luca reviewing → Pim revised next week → Jody Print

Action Items

- Action: T.B.D.

Next Meeting Agenda Items

- T.B.D.

2017-07-19 Meeting - Sneak Preview Website Prototype | Content Migration

Date: July 19th 2017 - 16:00 PM (CEST)

Agenda

Status "Action Items" from last week's meeting.

1. Status Content Migration.
2. (Sneak) Preview Website Prototype

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- T.B.D.

Minutes

• Content Migration

Notes:

- Action: Jody and Jeff to setup spreadsheets to collect data for Projects, Service Providers, Labs, Resources etc
- Action: Jody and Jeff to setup folders in drive to collect photos/images/screenshots for these
- Action: Jody and Jeff to follow up on getting website backup from JeffM
- Action: Jody and Jeff to follow up with Venka et al on someone new from SAC

• (Sneak) Preview prototype website

Notes:

- Action: JeffJ will create a DNS referral to the development server of GI, IP 93.191.128.216
- Action JeffreyL send JeffJ and Jody a login for the prototype
<http://osgeo.getinteractive.nl>

Action Items

- Action: T.B.D.

Next Meeting Agenda Items

- T.B.D.

2017-07-12 Meeting - Content Migration | Visual & Collateral Designs

Date: July 12th 2017 - 16:00 PM (CEST)

Agenda

Status "Action Items" from last week's meeting.

1. Content Migration.
2. Review Visual Design V4.
3. Review Collateral Designs:
 - Brochure
 - Roll Up Banners
 - OnePage Info Sheet
 - Stickers

Attendees

Get Interactive

- Jeffrey Lasut

OSGeo

- Jody Garnett

Minutes

- **Content Migration**

Notes:

- Prototype already started, need grab some content for it
 - Content from the wireframes
 - See google docs for additional information
 - Several sponsors
 - OSGeo board has supplied information on partners
- Need an export of the website
 - copy of the database (rather than the backup)

- export of local directories
- **Action:** Need system administrator to provide database dump and contents of local directories
- What about new content (not from existing website)?
 - Spreadsheet marking down what is needed
 - Contact person, link to content, status, etc...
 - **Action:** Jody to sign up for community email lists to coordinate
 - Website directly?
 - A bit scary since it is under construction
 - Google documents?
 - Good for review and then cut and paste, hard to images
 - Other:
 - GeoForAll newsletter is better then their website page or wiki
 - GeoForAll Labs is “new”, additional information is required
 - Consult mock-ups to see required information
- FOSS4G Europe Code Sprint
 - focused on content generation
 - **Action:** Stage content for prototype at foss4g europe code sprint

● Review Visual Design V4

Notes:

- reviewed last week
 - Approved for the prototype? Yes
 - Pim had a few areas (say news items) where he was still working
- not everything is available still in visual design
 - partners and sponsors were in prior versions but are no longer on invision
 - (that is fine because we are focusing on what needs review, but it is good to share and inspire volunteers by showing what they are building).

● Review Collateral Designs

Notes:

- We made the the printing deadline
 - We do not really have a template for the A4 Information Sheets yet
 - Looks like the horizontal arrangement of triangles was used for foss4g-europe
 - **Action: Located eps template to use**
- power point template example not suitable for use (just images)
 - Could really use the “good images” used for printing, the placeholders of a generated city do not look correct
 - **Action: Jeffrey please find the images from the brochure and prototype style guide**
 - Adapted to power point template with master slides
 - Adapted to keynote
 - Open Office requested

- Style guide requested (for those doing html presentations)

Action Items

- **Action: T.B.D.**

Next Meeting Agenda Items

- T.B.D.

2017-07-05 Meeting - Visual Design & Collateral Designs

Date: July 5th 2017 - 16:00 PM (CEST)

Agenda

Status “Action Items” from last week's meeting.

1. Review Visual Design.
2. Review Collateral Designs:
 - Brochure
 - Roll Up Banners
 - OnePage Info Sheet
 - Stickers

Attendees

Get Interactive

- Pim Tebbens (Art-Director)
- Jeffrey Lasut

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

- **Review Visual Design.**

Notes:

- Need pictures
 - **Action:** Marc and Jody to find crowd pictures for “about osgo”
 - **Action:** Marc and Jody to find group or work pictures for initiatives
 - For local chapters go for picture and logo
- Local chapters:
 - How many sponsors? 1-6 .. up to each local chapter
 - How to short list resources? Use categories (not tags)
 - Map is now really strong contrast (start with OSM)
 - **Action:** Jeffrey Johnson we need an OSM backed one
 - (note svg map for geoforall has been provided)
- GeoForAll
 - Distinct from osgo page; Different picture :) Different logo .. talk later

- Lab, shows the lab team
- Local Chapters
 - No big picture, since this is part of osgeo website directly
 - Labs screenshot? Move to browser frame or picture frame .. could we do a diagram
- Members, want to show faces (without beer)
 - Map for that, using it cluster

One day left for Pim!

- Working on guided search, sub menus, ...

- **Review Collateral Designs:**

Brochure

- Lots of discussion
 - some notes about moving content around to focus on outreach (ie Cartography and Analysis columns) moving Information Technology and Software Development into a single column.
 - Software Foundation diagrams moved too far away, looks like they are now part of local chapters and service providers confusing the message

OnePage Info Sheets

Notes:

- GeoForAll - keep colors and fonts and call it a day (tough choices)
- OSGeo:
 - Lookgs good, need more room for logo to breath
 - **Action:** Jody remove one line from OSGeo info sheet right hand column so logo has more room

Rollup Banner

Notes:

- Discussion on use of “vision” statement at bottom of banner
 - Can people see it? Need space for the log the breath
 - The “blank” banner made this message, but was too empty
 - **Action:** Pim to try and work on banner to make room for vision statement
- Marc has selected two messages:
 - Your Open Source Compass:
Web Mapping, Desktop Applications, ,Geospatial Libraries
 - Open Geospatial
Open Source, Open Data, Open Standards, Open Education

Stickers

Notes:

- found a printer that prints glossy stickers :)

- Angel design elements? Makes strong horizontal line, making the “Geo” look misaligned

Sub brand discussion:

- Review of OSGeo Live branding history
 - Discussion on relationship between projects and osgeo
 - We have an answer about “Live” - it is a live demonstration of software, rather than a static demo.
 - We have a strong relationship and we could ask OSGeo Live to use the OSGeo logo unaltered, however that does not make the general problem go away
- Review of project branding, join OSGeo with branding in place
 - Approach: Ask project to host “OSGeo Project” (or “OSGeo Community”) branding with with logo on their website
- Review of OSGeo Local Chapter branding, variations on OSGeo logo, etc..
 - Not sure we can provide enough guidance without weakening the OSGeo brand
 - Take the same approach as for projects, use an “OSGeo Local Chapter” logo unaltered linking back to osgeo website
 - We understand local chapters may want to use the OSGeo logo unaltered, or make use of their own branding.
- GeoForAll
 - This is a hard sub-brand because it is a collaboration between OSGeo and external parties
 - Existing logo is much loved
 - Options:
 - Treat it like a normal project, we can adopt the same information sheet layout and use the GeoForAll logo and website links at the bottom
 - Update the logo to match, use the same two color and font approach (this is the preference of geoforall volunteers making content)
- **Action:** Jody to explore sub brand questions with board, we strong guidance on use of logo in unaltered form.

Action Items

- **Action:** Marc and Jody to find crowd pictures for “about osgeo” website page
- **Action:** Marc and Jody to find group or work pictures for initiative website page
- **Action:** Jody remove one line from OSGeo info sheet right hand column so logo has more room
- **Action:** Pim to try and work on banner to make room for vision statement
- **Action:** Jody to explore sub brand questions with board, we strong guidance on use of logo in unaltered form.

Next Meeting Agenda Items

- T.B.D.

2017-06-28 Meeting - Website, Collateral and Visual Design

Date: June 28th 2017 - 16:00 PM (CEST)

Agenda

Status “Action Items” from last week's meeting.

4. Website Design Update.
5. Collateral Design Update.
6. Visual Design Update.
7. Feedback Management.

Attendees

Get Interactive

- Pim Tebbens (Art-Director)
- Jeffrey Lasut

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

Website Design Update.

Notes:

- General
 - Love the laptop framing a screen snaps, leaves room for visitor imagination
 - Transparency effect behind text on home page photo for legibility (see <https://www.sandiego.gov/>)
 - parallax effect discussion
- Projects list Experiments:
 - Experimenting with horizontal blocks to great effect
 - Dropdown filter hides complexity
 - trade off between visibility (filters hidden) and utility (filter shown)
 - filter text vs icons
 - mostly text
 - technology use icons from choose a technology pages
- Project page Experiments
 - photo is messing with jeffrey, does not fit the subject matter
 - Not all projects have a good photo
 - Consider picture of project team to focus on “community”

- Could we consider cartography, showing product output
- design version
- About page experiments
 - Consider “submenu” as horizontal
- footer discussion - green/white vs photo/white

Collateral Design Update.

Notes:

- Jeffrey:
 - do we need compass points everywhere? Pim - um, ...
 - Very happy with the A3/A4 + design system
- Pim: more pages, than less pages with a lot of content/clutter
- What format for template
 - Indesign ← sure give us what you use
 - But also EPS (single page) for people to edit with inkscape
- Branding style guide - update for next wednesday
 - Some projects like OSGeo Live are jumping the gun, we know that.
 - Foss4g africa
 - Standup banner, take from google drive
 - Sticker - google drive
 - **Action:** quick handout, jody will do something quick with new logo
 - Can I get a template of the one page?
 - Yes it is in google drive (indesign, eps)
 - Foss4g europe
 - A3 brochure, crunch to get print ready
 - A4 GeoForAll, enough content for single sided handout
 - Print takes 5 work days
 - Final July 4th, print July 6th
 - print ready vs template discussion
 - print ready, need to print for events
 - indesign and EPS can be adapted in the future
 - A3 brochure
 - Now more than one page
 - Choose 4 page = front+back
 - Choose 8 page = front+back ← recommended by Pim
 - Feedback
 - not everything is an osgeo project
(put comments in invision)
 - **Action:**
 - Need review in invision from Jody + others
 - Reformat google document with 8 pages in mind
 - A4 one page handouts
 - Specific things: GeoForAll, Individual projects
 - GeoForAll

- Is it enough content? Yes
- Map?
 - Not high resolution try again
- Tradeoff between compass points and space for map?
 - need space in the template for a picture
 - Projects will want a screen snap, similar to website example
- **Action:** Pim to place A4 GeoForAll example in invasion for review
- Q: double sided or not? A: we decide based on cost
- **Action:** Need one page A4 content files in google drive, no comments, want to cut and paste into template
 - What about optional content? Use comments for optional content
 - What about images? Need high resolution print-ready

Visual Design Update.

Notes:

- Pim has been communicating a bit on monday, results are looking great
- Q: transparency over photos? A: Don't care do what you think is good
- Decisions with pim and jeffrey
 - Jeffrey is really happy
 - move to horizontal approach
 - trust pim on footers, etc..

Feedback Management.

Notes:

- We are trying to be good customers :)
 - Keep feedback in invasion, rather than chat and google doc
- Workshop
 - 19th of august suggested by guido
 - confirmed: please book your flights, try to be there a day before that
- Next steps for the website
 - Server
 - Harrison is MIA, Jeffrey is working for a replacement
 - Won't have a server for a couple of week :(
 - Pim is adjusting to horizontal design above
 - And then ...
 - Create prototype based on wireframes, started two weeks ago
 - Design everything in style and templates on how to use
 - Website then reuses the elements when doing each page
 - final: wordpress theme, compiles to CSS

Action Items

- Jeffrey: June blog post, highlighting progress, call for action for content in July
- Jody: presentation draft foss4g-europe
- Pim: to place A4 GeoForAll example in invision for review
- Jody: reformat google A4 document with 8 pages in mind
- Jody: quick handout for africa, jody will do something quick with new logo
- All: Need one page A4 content files in google drive
 - GeoForAll
 - FOSS4G 2017
 - OpenGeoScience
 - QGIS, GeoServer, GeoNode, ... as written

Next Meeting Agenda Items

- T.B.D.

2017-06-21 Meeting - Style Guide | Collateral & Visual Design

Date: June 21st 2017 - 16:00 PM (CEST)

Agenda

Status "Action Items" from last week's meeting.

8. Style Guide Review.
9. Collateral Design Review.
10. Website Visual Design Review.

Attendees

Get Interactive

- Pim Tebbens (Art-Director)

OSGeo

- Jody Garnett
- Jeffrey Johnson

Minutes

- Style Guide Review

Notes:

Use of brand:

- Good good

Use of design elements:

- Resuse of compass points, will be limited to specific angles, will be hard to communicate

Sub Brand

- **Action:** Pim - Use OSGeo Live as an example of modifying and keeping on brand
- **Action:** Jody - Make a list of sub brands
 - Direct sub-brands:
 - OSGeo Projects, OSGeo Community, OSGeo Incubation
 -
 - Modified: OSGeo Live, OSGeo
 - OSGeo <http://wiki.osgeo.org/wiki/File:Logo-osgeo.nl.png>
 - <https://live.osgeo.org>

- **Collateral Design Review:**

Notes:

Use of Photo content:

- Request guidance on “colors matching” to look for in photos, used example photo that shows palette similar to what we want
- Request a “don’t do it” example with people
 - Photos from foss4g are fine for events, **not what we are looking for**
- Pim requests need photos from landscapes
- Pim requests need photos from drones

Use of maps:

- Need high quality maps from OSGeo products
- Jeffrey Johnson supply cartographic guidelines (colors, fonts)

Boucher::

- Strong view points on boucher
 - Hard to see past the content which is focused on foss4g boston
 - sample content was three columns folded which confused the priorities
-

- **Visual Design Review:**

- Website templates, lots of work in progress
 - Jeffrey is bugged that the compass shapes are incorrect
-

Action Items

- T.B.D.

Next Meeting Agenda Items

- T.B.D.

2017-06-14 Meeting - Finalized Collateral

Date: June 14th 2017 - 16:00 PM (CET)

Agenda

Status "Action Items" from last week's meeting.

11. Review **Collateral**
12. Wireframe: '**Interaction Design V9**'.
13. Review feedback **Kris**.
14. Review feedback **Helena**.
15. Review Pim's [Action Items](#):
 - "Finish wireframe and start mock-up on Friday".
 - "Branding update this week".
 - "Collateral update this week".

Attendees

Get Interactive

- Pim Tebbens (Art-Director)
- Patrick Kepel (regrets)

OSGeo

- Jody Garnett
- Jeffrey Johnson
- Peter Lowe

Documents

- Link to 'WIREFRAMES 'Interaction Design **V9**' & SITEMAP **Version 4**:

Minutes

- Review Finalized Collateral:
 - Wireframe: '**Interaction Design V9**'.

Notes:

- Review [mock-ups](#)
- Request for list for what is needed for boston.
 - Can we work on a "perfect" brochure with content?
 - Sample provided for 2-page handout flyer, list of projects not that useful
 - Brochure is multi page, so A3 that is folded, enough room to describe projects and included logos
- Broucher, needed for boston

- Actually the moment we have it it will be used by events, closest one is Geo4Africa in 2 weeks
- Discussion of foss4g europe
 - This is in 1 months time, there is a presentation on website
 - <https://europe.foss4g.org/2017/> JULY 18TH-22ND 2017
 - Roll up banner
 - A3 brochure
 - Later: A4 single page template for projects
 - Do not want to mess up schedule, so plan if needed
- Priorities:
 - Boston:
 - Roll-up banner, A3 brochure, A4 single pages
 - Paris: is a nice-to-have
 - if it can be done great, do not mess up schedule for it
 - Roll-up banner, A3 brochure
 - Stickers
 - **Action:** send sticker to jeffrey when ready
 - A3 handout
 - **Action:** Jody to write content on drive
 - Presentation template
 - **Action:** Send presentation template to jody when ready
 - From EOI
 - 1 page foundation
 - 1 page project
 - 1 page etc...
- Style Guide Discussion:
 - Stock images Creative Commons FOSS4G: <https://www.flickr.com/groups/foss4g/>
 - Important to
 - Timing is based on completing collateral, so can work out the kinks
 - Put in drive, we can take it to github repo after
- Review feedback **Kris**.

Notes:

- Interaction designer provided feedback to Jeffrey
 - List is for consideration only, email has addressed most things
 - Any questions, consider separate call for clarification
 - **Action:** Jeffrey Johnson to arrange call with Kris
- Review feedback **Helena**.

Notes:

- Happy meeting has occurred, like the changes to GeoForAll wireframes
- Helena was really happy with how it is going

- Points for discussion:
 - Mega menu About → FOSS4G (Conference) vs FOSS4G (Event)
 - thinking this links to foss4g.org so single event is fine
 - this does not cover regional conferences - idea:
 - About → Events
 - Pin the global foss4g event to the top of the list, in the description mention/link foss4g.org
 - Pros: highlights more events
 - Cons: harder to find prior foss4g global events
 - Difference between Foundation News and Community news
 - Mega menu About → Foundation News
 - Mega menu Community → Community News
 - Mailing list is important
 - Yes for some communities, but many people cannot stand them
 - Compromise move it as the first item in social media
 - Partners
 - Hard to keep contact up to date, yes but we can expect effort on behalf of partners
 - Feedback: Add a photos (this is always Jeffreys feedback)
 - Q: resources tags vs education content - was this resolved?
 - A: This was resolved, huge amount of work but Helena considered it valuable/priority.
 - Trainings pull down, filters to just show course material
 - Content: http://www.osgeo.org/educational_content
- Review Pim's Action Items.

Notes:

- **Jody:** Send an email saying wireframes and sitemap is approved
- Harrison (SAC) has resumed contact
- Q: Invoice okay? A: Yes ... great!

Action Items

- T.B.D.

Next Meeting Agenda Items

- T.B.D.

2017-06-7 Meeting - Wireframes V8

Date: June 7th 2017 - 16:00 PM (CET)

Agenda

Status “Action Items” from last week's meeting.

16. Review Finalized Wireframes:

- Wireframe: **‘Interaction Design V8’**.
- Sitemap: **‘Sitemap Version 4’**.

17. Information on “Partner” wireframe.

18. Question about 'Choose a project'

19. OSGeo Final Branding (final delivery by the end of this week: 2017-06-9)

20. Status: Request to set up a staging area for development.

Attendees

Get Interactive

- Pim Tebbens (Art-Director)
- Patrick Kepel (Project Manager)

OSGeo

- Jody Garnett
- Jeffrey Johnson
- Peter Lowe

Documents

- Link to ‘WIREFRAMES ‘Interaction Design **V8**’ & SITEMAP **Version 4**:

Minutes

- Review Finalized Wireframes:
 - Wireframe: **‘Interaction Design V8’**.
 - information on “partner wireframe”.
- Projects → need breakdown of community projects
- About → identified some workflow troubles for user test
 - Submenu workflow discussion
 - have a pull down vs top-level-menu
 - Breadcrumbs
 - mega menu vs normal menu vs menu with submenu
- Projects
 - Problem having headers in the list of projects and filters and paging
 - Headings → change marking some projects “Recommended OSGeo Projects”, community project can be unmarked

- Label badges
 - OSGeo Project, OSGeo Community, LocationTech, Apache Foundation
- Who's involved
 - Lightbox to show more? No just make it an external link (some projects will link to their own website or to github)
- How much structure here?
 - Check <https://live.osgeo.org/en/overview/overview.html> for examples
 - What about projects that have few information? They just won't look as good.
- Service providers
 - Workflow for core contributors selection?
 - How to tell difference between a "core contributor" (at all) and a "geoserver core contributor".
 - Horizontal filters? Nope does not look good
- Service Provider
 - Core Contributor: List 3, then view all view all → link to projects filtered by which ones GeoCat contributes too
- Sponsors
 - Go for full width, don't give up room for submenu
- Local Chapters
 - Needs a blurb to introduce the idea of a local chapter
 - Jeffrey: Would like an "About Local Chapters" page
 - Map workflow looks good? Do we need logo? If they provide it show it...
 - View website? May be internal or external? Use "View" to go to internal listing
 - Who's involved: who is listed? Local chapter will specified...
 - Event cards are great
 - View all links to events search for the local chapter
- GeoForAll
 - Peter is here!
 - Email about themanic and something else? Discuss with Helena and Marc
- Open GeoScience
 - Action: Peter to write something
- Members
 - Remove the members list, use the wiki with map
 - Mark: charter members
 - http://www.osgeo.org/charter_members
 - This is in the EOI, but is lower importance
 - Action: create an wireframe for an individual user
 - https://wiki.osgeo.org/wiki/Category:OSGeo_Member
 - <https://wiki.osgeo.org/wiki/User:Anitagraser>
- Events
 - Cards bigger and need a blurb saying what the event is about
 - <https://understandrisk.org/events/>
 - Can we get a photo or icon? Can we use a default, or provide 30 defaults ...
 - Organization: Local Chapter, GeoForAll Lab, ...

- News
 - Foundation News - three columns, <http://www.osgeo.org/news>
 - Community News - two columns, filters to cut down what you see
- Choose a technology
 - Quick discussion, looks great

Timeline discussion:

- Need a public website to look at for boston, can delay final website a week or so if needed

GeoForAll / OpenGeo Science:

- Clarify resource type vs educational material
- Resource types - breakdown using industry words
- Education materials - breakdown using academic words

Action Items

- **Pim:** finish wireframe and start mock-up on Friday
- **Pim:** branding update this week
- **Pim:** collateral update this week
- **Patrick:** send wireframe to email list, so we can formally approve
- **Patrick:** send sitemap to email list, so we can formally approve
- **Peter:** Open GeoScience content example
- **Jody:** Send partner example to board for sanity check
- **Jody:** categorize community projects for wireframe.
- **Marc & Helena:** GeoForAll meeting with Get Interactive
 - Clarify resource type / educational materials
 - **JJ:** Pass on new GeoForAll requests to Helena

Next Meeting Agenda Items

- T.B.D.

2017-05-31 Meeting - Finalized Wireframes

Date: May 31st 2017 - 16:00 PM (CET)

Agenda

Status “Action Items” from last week’s meeting.

21. Review Finalized Wireframes:
 - Wireframe: **‘Interaction Design V7’**.
22. Review Finalized Sitemap:
 - Sitemap: **‘Sitemap Version 4’**.
23. Review Revised Timeline
24. Request For Reply: set up a staging area for development
25. Request For Reply: Waiting for Guido for information about the Boston congress

New Business

-

Attendees

Get Interactive

- Jeffrey Lasut (Senior Project Coordinator)
- Pim Tebbens (Art-Director)
- Patrick Kepel (Project Manager)

OSGeo

- Jody Garnett
- Jeffrey Johnson (regrets)
- Peter Lowe (regrets)
-

Documents

- Link to ‘WIREFRAMES ‘Interaction Design **V7**’ & SITEMAP **Version 4**:
<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/233050717>

Minutes

1. Review Finalized Wireframes

Notes:

- **Action¹**: Jody to categorize community projects for wireframe
- Q: Can main software categories be used as a filter?
 - A: Yes, they are the breakdown seen by IT Professionals
- **Project** clarifications:

- Project type from main categories
- Q: Where to get pictures?
 - Cross link to members list
 - Considered:
 - Github (this is the same place we source the names from, and where the “view all” link goes to)
 - gravatar - via email address
- Q: Where to get project logos?
 - These are internal links, for example GeoNode
 - Plan for four, point is to communicate connections, does not have to be exhausted
- Q: What is left for download page?
 - Download page consists of end-user download page, and link to source code?
 - Download page → to download the software
 - Developer Resources → link to source code, issue tracker, etc...
 - Example: GeoNode Server has a specific download page
- What is needed for a download page
 - This EOI requirement, referenced by Jeffrey Johnson last week
 - If we had a list of download links would it be useful?
 - Jody cannot see the use of it?
 - Answered:
 - Patrick checked notes, these moved to resources.
 - Jeffrey has confirmed
 - “Download” → “Download Software”
 - Will always link to external website.
- **Resources**
 - Long list of tags, who is going to fill it all
 - As resources are added
 - Bulk imports from things like prior foss4g events
 - Action: Reach out Jeff McKenna to see about bulk import of foss4g archive for launch.
 - Discipline or Topic?
 - Jody: I think topic is more commonly used...
 - Industry: External market segments...
 - Is that word good, any other suggestions
 - Utilities, Government, Academic, NGO, Resource Management, Municipal.
 - Initiatives → Group: this is from GeoForAll website
 - GeoForAll, UN Initiatives, Local Chapter
 - Resource Type:
 - There are possibly too many things here .. max out at 10?
 - Journal Paper, Conference papers, Video, Slides, ..
 - Education materials

- May need to run this again for the geoforall website with different list of resource types
 - **Action²**: Peter to clarify resource type / educational materials
- **Service Providers**
 - **Note**: we need to choose technology, example geoserver, earlier in the workflow - or we cannot break it down into Core Contributors, Contributors
 - Going to think about this a bit
 - Change “Core Contributors” to “GeoNode Core Contributors” to force the workflow issue
- **News → Foundation News:**
 - No pictures on news items? Recommended for accessibility / friendly ...
 - We can use a picture for each news source - example GeoTools blog
 - What filters ...
- Community News
 - Keep them separate, community news is often individuals or companies
- Partners:
 - <https://wiki.osgeo.org/wiki/Category:MoU>
 - And also LocationTech
 - Do we need a detailed page?
 - MOU → PDF or even a resources
 - Link to partner's website, may be a topic specific page
 - If we had a detailed page would we use it?
 - Yeah let's go for a detailed page, “read more”
 - **Action³**: Jody to provide information or contact.
 - Sidebar: logo, website, MOU, initiatives
 - Call to action - Contact president if your organization would like to work with us.
- Local Chapter Detail
 - Who is involved → connect to members
 - Resource --? What is this (ask Jeffrey Johnson)
 - Looks good
- GeoForAll
 - Landing page for Education or Science is good
 - Great visibility for Labs, did not fit in header
 - Training ← is this one of the educational material categories
 - Webinars ← add to events
 - News ← subset of site news
 - Newsletters ← can this be a subset/filter of website resources
 - About, Mission, Advisory board ← how to important is this; leave down here as it is not outreach
 - Consider: Just list GeoForAll partners; not sponsors..
 - Sub page
 - Navigation sidebar
 - Labs list
 - No questions
 - Lab page

- No questions
- Specific for this lab: partners, resources
 - (will require lab to tag)
- Members
 - Do we need a list? Or is a map enough?
 - Communicate we have people everywhere → map is better
 - List is better for mobile
 - Filters
 - Volunteer: Committee, Initiative
 - Project: GeoNode, GeoServer
 - Pictures
 - Add own picture, or use gravatar
- Event Page
 - Keep spot for event logo
- Wireframes are mostly done, responsive design is the next phase:
 - **Action⁴**: Add “Partners” wireframe
 - **Action⁵**: Need an example for a smaller page, such as UN Committee or Open Science Group.
 - Request approval
 - Gather up the final wireframes
 - Send email to marketing list, we can formally reply.

2. Review Finalized Sitemap

Site map

- Any changes expected?
- Next step request approval
 - Send email to marketing list, we can formally reply

3. Review Revised Timeline

Notes:

- Update from Jeffrey [here](#)
 - Copy to shared folder
- This is what Jody needed to marshal volunteer resources
- **Action⁶**: Schedule a timeline meeting with Jeffrey Johnson to discuss schedule impact.

4. Request For Reply: set up a staging area for development

Notes:

- Harrison is now available
 - **Action⁷**: Jeffrey Johnson to coordinate a meeting with Harrison (SC) and Jeffrey Lasut (Get Interactive).

5. Request For Reply: Waiting for Guido for information about the Boston congress

Notes:

- We need to know which day to plan travel.
 - **Action**⁸: Jody to clarify with Guido and respond today; sorry I missed this in yesterday's meeting with Guido; will send clarification to marketing email list.
 - Done: Saturday 8/19 [Website Training](#)

Action Items

- **Jody**: categorize community projects for wireframe.
- **Peter**: to clarify resource type / educational materials
- **Jody**: provide information or contact on "partner wireframe".
- **Pim**: Add "Partners" wireframe.
- **Jody or Jeffrey J**: Need an example for a smaller page, such as UN Committee or Open Science Group.
- **Jody**: Schedule a timeline meeting with Jeffrey Johnson to discuss schedule impact.
- **Jeffrey J**: to coordinate a meeting with Harrison (SC) and Jeffrey Lasut (Get Interactive).
- **Jody**: to clarify with Guido and respond today, will send clarification to marketing email list.

Next Meeting Agenda Items

2017-05-24 Meeting - Before deadline milestone 1

Date: May 24th 2017 - 16:00 PM (CET)

Agenda

Status "Action Items" from last week's meeting.

- 26. Review updated Wireframes & Sitemap: **'Interaction Design V6'**.
- 27. Review Branding elements
- 28. Review Marketing Collateral
- 29. Discuss/review outcome LDAP meeting
- 30. Still need a staging area for development
- 31. Waiting for Guido for information about the Boston congress

New Business

- T.B.D.

Attendees

Get Interactive

- Jeffrey Lasut (Senior Project Coordinator)
- Pim Tebbens (Art-Director)

OSGeo

- Jody Garnett
- Jeffrey Johnson
- Peter Lowe
- Marc Vloemans

Documents

- Link to 'WIREFRAMES Interaction Design V6':
<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/233050717>
- OSM based backgrounds:
<http://www.gretchenpeterson.com/live-map-mapbox.html#14.42/51.5074/-0.1278/136.1/57>
- Sample photos: <https://www.flickr.com/groups/514657@N21>

Minutes

6. Discussion / Issues / Planning

- *SAC: Harrison found, this is a priority*
 - *Action: Jeffrey John to chase this down*
 - *Action: Pim to double check what is needed now with Jeffrey Johnson*
- *FOSS4G Website Training*
 - **Action:** *Guido to confirmation from Guido so we can book flight*

- *Request*
 - **Action:** *GetInteractive had an action item to update the schedule from the kickoff meeting*

7. Updated Wireframes & Sitemap: 'Interaction Design V6'

- Based on the feedback given by OSGeo on [May 17th 2017](#), adjustments were made and saved in a new document: 'Interaction Design V6'
- Link to 'WIREFRAMES Interaction Design V6':
<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/233050717>
- Most comments were gone through quickly
- *Home*
 - *Label the three - the plan is sound (open source advocacy, technology, community)*
- *GeoForAll*
 - *geoforall.org points here also*
 - *Wireframe Priority: Make a beautiful GeoForAll home page, static Information Page, and individual Lab Pages*
 - *Review: 'GeoForAll Labs'.*
 - *Comments all made make sense*
 - *Institution: University, College, Research Group ← clarify with Helena and Peter Moony*
 - *Cards look good, consider name and insitute*
 - **Action: Jeffrey Johnson to catch up with Helena and Peter Moony.**
- *Review: 'Resources' (f.k.a. 'Projects').*
- *Review: 'Sponsor' - looks good all*
- *Review: 'Service Provider'.*
 - *Core Contributor, Contributor, Others*
 - *Individual providers added here*
 - *Need drop down, by project*
 - *We will need a search as we have 100+ entries*
 - *Story: Individual GeoNode consultants from Holland that speak french*
 - *We can remove sponsor and event details*
- *Review: 'Local Chapter'.*
 -
- *Status: OSGeo Live Wireframes*
- *Missing: ← this is the shortlist for milestone2*
 - *News*
 - <http://planet.osgeo.org/>
 - *Users ← user map in wiki, EOI requirement*
 - https://wiki.osgeo.org/wiki/Category:OSGeo_Member
 - *Can we harvest the structured information from the wiki and present as a page*
 - *Similar to the service providers page*
 - *Action:: Use Jeff McKenna as an example*
 - https://wiki.osgeo.org/wiki/Jeff_McKenna
 - *Sponsors*

- <http://www.osgeo.org>
 - Link to service providers, or home page for governments
- Partners
 - Listed under initiative
 - Press release
- Branding
- FAQ: ← general content
- Choose a technology
 - Level 1 Start - done
 - Level 2 Choice - done
 - Level 3 Projects ← wireframes are better, content from live.osgeo.org

8. Review Branding Elements

Notes:

- Really well received!

9. Review Marketing Collateral

Notes:

- Letter head, biz card, A4/Letter, flyer
- Approach allows use of your own map or photo, table cloth, stickers, ties/tshirt
 - Jeffrey asks that we focus on the content listed on the EOI
 - **Action:** Jody content for brochure (yes we know deliverable is a template)

10. Discuss/review outcome LDAP meeting

Notes:

- * Setup Wordpress on OSGeo server/VM for staging/production
- * Configure https etc
- * Configure Plugins per vendor
- * Configure Backup/Restore etc
- * Configure LDAP and other Auth (google, github etc)
- * Configure Group permissions for content management
- * Facilitate content migration from dev site to staging/production with vendor
- * Participate in Acceptance testing process with vendor

Notes:

- May 8 2017 Jeffrey Lasut e-mailed Harrison about the status of the setup for the LDAP and acceptance environments. May 24th: Jeffrey Lasut is waiting for a response.
- Action: Harison set a fixed date for server to be ready

Action Items

- **Action:** Guido To confirm website training (so we can book flight)

- **Action:** *GetInteractive had an action item to update the schedule from the kickoff meeting, we need this to coordinate volunteers please*
- **Action:** *Jeffrey Johnson to catch up with Helena and Peter Moony to review updated GeoForAll wireframes*
- **Action:** *Jody content for brochure (yes we know the deliverable is a template)*
- **Action:** *Harison set a fixed date for server to be ready*

Next Meeting Agenda Items

- Finalized Wireframes
 - Completed wireframes, focused on the “missing” pages identified above
- Collateral
 - Go through collateral, focus on those listed in the EOI

2017-05-17 Meeting - May 17th 2017

Date: May 17th 2017 - 16:00 PM (CET)

Agenda

32. Status “Action Items” from last week’s meeting.
33. Updated Wireframes & Sitemap: **‘Interaction Design V5’**.
 - Review: ‘Resources’ (f.k.a. ‘Projects’).
 - Review: ‘Sponsor’.
 - Review Comments Invision - [‘Who’s involved’](#)
 - Review: ‘Service Provider’.
 - Review: ‘Local Chapter’.
 - Review: ‘GeoForAll Labs’.
 - Status: OSGeo Live Wireframes
34. Decisionmaking on ‘Guided project search’
 - See [“Choose a Technology”](#) slide deck.
35. Review Final Branding Elements
36. Discuss/review outcome LDAP meeting

New Business

- Board Presentation - OSGeo Branding

Attendees

Get Interactive

Jeffrey Lasut	(Senior Project Coordinator)
Pim Tebbens	(Art-Director)
Patrick Kepel	(Project Manager)

OSGeo

Minutes

11. Updated Wireframes & Sitemap: 'Interaction Design V5'

Notes:

- *About* ← this now has mission and vision stuff
- *'Mission'* should be on the *'Main'* About-page on the website.
- *'Members'* ← add "how to join" here.
- *Contact*: this now has a form, that will send email to officers and committees (that way we do not have to list peoples email address)

Based on the feedback given by OSGeo on [May 10th 2017](#), adjustments were made and saved in a new document: 'Interaction Design V5'

Link to 'WIREFRAMES Interaction Design V5':

<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/233050717>

- *Review: Projects*
 - *Jody&Jeff:*
 - review right hand side and split into end-user and users
 - Change "commercial" -- > "proprietary"
 - *Jeff&Cameron: How to handle OGC standards links*
 - Want to keep link on our site, OGC site is too complicated
- *Review: 'Resources' (f.k.a. 'Projects').*
 - *Helena: what would be listed for geoforall?*
 - Course material, Publications, Courses, Lectures, Tutorials, Workshops
 - *Jeffrey & Helena:*
 - Sort out what types of resources
 - Can we do "Industry" with "Education", "Utility", "Government" etc...?
- *Review: 'Sponsor'.*
 - *Jeffrey & Jody: Review content carefully, focus on their contributors.*
- *Review: 'Service Provider'.*
 - Looks good, focus on "participation (core contributor, contributors, service providers)" not sponsorship (this is not pay to play).
- *Review: 'Local Chapter'.*
 - *Jeffrey: Look at how to group local chapters: Language? Region?*
- *Review: 'GeoForAll Labs'.*
 - *geoforall.org* → same website? Integrated?
 - Website has a lot of submenus, we do not want to go too deep
 - This shows a weakness in sitemap
 - Action: move initiatives out to top-level - that worked and very cleanly splits website into stuff for members and outreach

- *Status: OSGeo Live Wireframes*
- *Choose a technology*
 - *Jody&Cameron: gather content for in google docs slides - it is going great!*
 - *Add some ideas for icons as comments, need to help*

12. Review Final Branding Elements

Notes:

- *Everyone is happy, thanks for the hard work!*
- *We are easy customers on this one*
- *Concepts for background*
 - *Option 1: that looks great*
 - *Option 2: shapes look great*
 - *Option 3: Gradients based on compass shapes*
 - *Additional options show filling in the shapes with different content patterns*
 - *GIS layers based visual, hey that is what ESRI is doing ... so try again*
 - *Decision for brand guide:*
 - *Fill in shapes with your own photo, gradient overlay provided*
 - *Our community will *love* this*
 - *Need to consider not everyone have AI, we will need to make an InkScape template for others.*
 - *Q: Available for Boston? A: yes, that is the deadline*
- *Action: Complete branding guide, all input from OSGeo is in :)*
- *Action: Jeffrey will provide some OSM based backgrounds, will provide screensnap based on provided hex codes.*
 - *JJ:*
<http://www.gretchenpeterson.com/live-map-mapbox.html#14.42/51.5074/-0.1278/136.1/57>
 - *Sample photos:* <https://www.flickr.com/groups/514657@N21>

13. Discuss/review outcome LDAP meeting

Notes:

Harrison will be contacted by Jeffrey J or Jody later this week. He did not respond to them too.

14. Board Presentation - OSGeo Branding

Notes:

Action Items

- Jeffrey:
- Pim: give JJ a list of HEX-codes
- Action: Helena review if "Open GeoScience" is needed on the main website?

Next Meeting Agenda Items

- TBD
-

2017-05-10 Meeting - Branding & Interaction Design

Date: May 10th 2017 - 16:00 PM (CET)

Agenda

- 37. Status “Action Items” from last week’s meeting.)
- 38. Status update ‘Visitor Journey’ document.
- 39. Updated Wireframes & Sitemap: **‘Interaction Design V4’**.
- 40. Review & Feedback: Logo Design ‘Initial Branding - Concept & Strategy’.
 - Review new OSGeo logo (Color Scheme & Typography).
 - Preview New ‘GeoForAll’ Logo.
 - Preview New ‘OSGeo Live’ Logo.
 - Decision making Logo Design (OSGeo).
- 41. Review content “Case Studies” (a.k.a. “Projects”)
- 42. Review content “Project”
- 43. Review content Service Providers
- 44. Discuss/review outcome LDAP meeting

New Business

- 45. Decisionmaking on ‘Guided project search’
 - See “[Choose a Technology](#)” slide deck.
- 46. May 25th - F2F Meeting at CalGIS/LocationCon code sprint
- 47. Milestone 3 - May 26th: Delivery of mockup homepage and content, and detailed branding.

Attendees

Get Interactive

Jeffrey Lasut	(Senior project coordinator)
Pim Tebbens	(Art-Director)
Patrick Kepel	(Project Manager)

OSGeo

Jeffrey Johnson
Jody Garnett
Marc Vloemans

Minutes

48. Visitor Journey

- 49. OSGeo will present the requirements for Faculty, Research and Students
 - Not ready :(

50. Updated Wireframes & Sitemap: 'Interaction Design V4'

Based on the feedback given by OSGeo on May 3rd 2017, adjustments were made and saved in a new document: 'Interaction Design V4'

Link to 'Interaction Design V4':

<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/233050717>

51. Review of wireframes

- example for choose an open source technology
- Projects
 - osgeo projects get sorted into categories, remove incubating
 - community projects, some of these can are incubating but who cares
- Discussion on mega menus, click vs slide, usability
 - Good for projects, maybe not for resources
- Discussion around organizing of "resource" content
 - Projects presented by tech category
 - Resources presented by tech category
 - Consider presenting by what problem they are trying to solve, or by the audience
 - Q: Provide me a list?
 - A: Top level of visitor journey
 - GIS Professional, ESRI User, Facility, Students, ...
 - A: Top level of choose a project
 - This is a function driven list
 - Publish, Cartographic, Analysis, IT, Programming

52. Review & Feedback: Logo Design "Initial Branding - Concept & Strategy".

- Review new OSGeo logo (Color Scheme & Typography).
- Preview New "GeoForAll" Logo.
- Preview New "OSGeo Live" Logo.
- Decision Logo Design (OSGeo)

Notes:

- Color - experimental, use of traditional light green with other colors
 - C7 - recommended, revised based on feedback, experimenting
 - Sub brands

- Looks great in comparison with others
 - compass is still small when zoomed out
- We would be happy to proceed with this
-
- Fonts - what happened with the font
 - All kinds of stuff, some of these are great
 - L1 - preference, let's confirm the font name 'Miriam Libre'
 - L3 - font name: 'Roboto'
 - L6 - font name 'Rubik'
 - Sub-brands
 - Montserrat
- Socialize
 - Discussion of Patrick Kepel idea of calling out to local chapters and sub brands once logo is in place
 - that is a great idea for the marketing committee
 - Action: Branding, do with three colors and send to email list.
 - Action: Present to board in progress update tomorrow
 - Action: May blog post, highlight progress and process.
 - Action: Present font option with black and white logo (to prevent distraction)

53. Review content Case Studies

- Renamed Case Studies → Resources
 - Cameron feedback: Case studies hard to source, we get more different content like presentations, videos, interviews
 - Resources gives us more content to work with; so we can work with what our community is able to produce

54. Review content Project

- Project pages
 - Is all this needed?
 - Many of these icons are list → twitter, blog, github, etc..
 - Icons alone does not say much, not every icon will be familiar with every audience
 - Group into headings
 - Communication: mailing list, stack exchange, twitter, blog
 - Developer: github, contributors, etc...
 - Contributors → Service Provider
 - Core Contributors, Contributors, Services (provide help to customers, but do not contribute)
 - Who's Involved - these are people or contributors
 - Q: Do you have all the content you need to continue work?
 - A: Yes, will take a look
 - We have to be flexible for projects that do not have all of this

- Example: Contributors 1 person, or 30 ...-

55. Review content Service Providers

- GeoCat Page
 - This is a sponsor page
 - This is a service provider page
- Note want to highlight press releases tagged “geocat”
- Any questions?
 - Action: Will make Sponsor wireframe and send questions to the list
 - Action: Will make Service Provider wireframe and send questions to the list

56. Local Chapters

- *Highlight contact details and events*
 - *Goal is to meet a person (not a technology)*
- Any questions?
 - Action: Will make Local Chapter wireframe and send questions to the list

57. Discuss/review outcome LDAP meeting

- Connected with Harrison, still waiting on SAC for answers.

Action Items

- Action: Branding, do with three colors and send to email list.
- JG: Branding, present to board in progress update tomorrow
- JG: May blog post, highlight progress, use branding, wire frames as work-in-progress, highlight new sponsor, etc..
- Action: Present font option with black and white logo (to prevent distraction)
- Action: Will update project wireframe and send questions to the list
- Action: Will make Sponsor wireframe and send questions to the list
- Action: Will make Service Provider wireframe and send questions to the list
- Action: Will make Local Chapter wireframe and send questions to the list

Next Meeting Agenda Items

- Review GeoForAll Labs & OSGeo Live Wireframes
- TBD

2017-05-03 Meeting - Review Visitor Journey | Feedback Logo Design | Wireframes V3 | Sitemap V3

Date: May 3rd 2017 - 16:00 PM (CET)

Agenda

Last Meeting Follow-Up

- Review: Visitor Journey document.
- Feedback Logo Design: Initial Branding - Concept & Strategy.
- Feedback request for input: 'Case Studies'
- Update action point: Contact Harrison for LDAP meeting

New Business

- Updated Wireframes: Interaction Design - Version 3
- Review Sitemap - Version 3

Attendees

Get Interactive

- Patrick Kepel (Project Manager)
- Pim Tebbens (Art-Director)

OSGeo

- Jeffrey Johnson
- Jody Garnett

Minutes

- ***Review: Visitor Journey document:***

In the latest mail conversation OSGeo stated that the Visitor Journey is going to be an ongoing process. Review added information by OSGeo.

Link to the Visitor Journey document':

https://docs.google.com/a/getinteractive.nl/spreadsheets/d/1KX8Li3DMP5nbrE2QZyw23pAhDzVxsCoQ3x1-XwD_w60/edit?usp=sharing

Notes: Most of this discussion focuses on finding a home on the website for content identified in visitor journeys.

- Pim updated the document to version 3.

- Guided project search? Not a search engine, more a “wizard” like <https://choosealicense.com>
 - Q: I have data I want to share? → server projects
 - Q: I don't have data what would like to make a map?
- Pim request categories for case-studies?
 - By product category (web/server), or by industry (utility, municipal, ngo, defence, academic, research, science) or by architecture (desktop, distributed, web) or by region (europe, us, africa, india, japan).
 - Each audience has different tag vocabularies they work with!
 - Q: want users to make up their own tags?
 - Not really
 - Idea: Collect tags as part of the visitor journey spreadsheet.
 - http://qgis.org/en/site/about/case_studies/index.html
 - http://www.postgis.us/page_case_studies
- Members vs students?
 - From wiki
 - https://wiki.osgeo.org/wiki/Category:OSGeo_Member
 - https://wiki.osgeo.org/wiki/OSGeo_Member_Map_documentation - this describes how members can self tag
 - Use [map above](#), for pop-up here is a sample user - [User:Camerons](#)
- References - to external resources
 - Used for influences and decisions makers, links to articles, ...
 - Someone else outside of OSGeo [writes something](#) we want to keep and associate with a project or case study)
 - Where: Under news? Under project?
 - Both: See <https://opendri.org/category/news/> (showing internal and external news)
- Service providers
 - Categories:
 - Core contributors - Take responsibility, run the show, (take an ongoing financial role)
 - Experienced providers - have successfully contributed (and got paid once)
 - Other
 - Examples: <http://geoserver.org/support/> <http://geoserver.org/support/>
 - Content: this is decided on by the the project steering committee
 - Where:
 - Project Page - Commercial Support (list core and experienced, link to other)
- Downloads
 - Course Materials → link to GeoForAll
 - Download collateral → (branding stuff, poster, brochure)
 - Website? Listed as requirement for members and partners
 - Wiki? Informal what we do currently, say for events and local chapters
 - Downloads usually means software (send to individual projects)
 - <http://www.qgis.org/en/site/forusers/download.html>

- White papers → PDF
- Literature → link to academic journal, or PDF
- Discussion: Rename as resources, combine with Case-studies, to round up PDFs for download
- Unplaced content/entities that Pim couldn't place in the wireframe design
 - 'Software Comparison' (not included in the EOI) - should be classified as an entity under 'Resources'.
 - 'Demos' - should be classified as an entity under 'Resources'.
 - 'Project Plans' - (are called 'roadmaps') rename it to Roadmap -
 - Project Plans → roadmap → link to project page (website or wiki)
 - 'User Experiences' - (informal case study)
 - Software capabilities → move to project
 - Example: https://live.osgeo.org/en/overview/qgis_overview.html
 - Example: <http://docs.geotools.org/latest/userguide/geotools.html>
 - About discussion
 - <http://www.osgeo.org/content/foundation/about.html>
 - Mission, vision, etc...
 - Committee Plans
 - → move to committee / project page
 - Likely a link to the wiki page
 - Newsletter --> think here "go here to subscribe"
 - Project news → example: <http://blog.geoserver.org>

- **Feedback Logo Design: Initial Branding - Concept & Strategy.**

Get Interactive presented the deliverable 'Initial Branding - Concept & Strategy'. Get Interactive presented 5 different logo designs.

- Which logo is visually most appealing to you?
- Which logo would suit best for OSGeo as a foundation?
- Which logo would suit best for attracting different types of audiences?

The 'Presentation Initial Branding - Concept & Strategy' document can be found here:

<https://drive.google.com/a/getinteractive.nl/file/d/0B1D61nG9Zgtbcm5MWk5CWEdRUEU/view?usp=sharing>

Notes:

- Changed font, "G" looks normal, "S" looks tricky to align vertically
 - We experiment here
- Color discussion; more contrast looks good
- Topography linework
 - Strong attachment, nice contrast with logo elements
 - How about landscape top-down photo? "Orthophoto" (taking picture of a city or farm) that also sounds fun.
 - Another idea was linework map (see <http://www.citeefashion.com/products>)
 - <https://www.openstreetmap.org/>

- Maps are flat? Consider - <http://maps.stamen.com/>
- Will send additional ideas from email list
- What to do with extra branding?

- **Feedback request for input: 'Case Studies'**

At the request of Pim Tebbens.

- **Update action point: Contact Harrison for LDAP meeting**

Meeting set for friday

- **Updated Wireframes: 'Interaction Design V3':**

Based on the information given by OSGeo on April 12th 2017, adjustments were made and saved in a new document: 'interaction Design V2'

Link to 'Interaction Design V3':

<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/231921863>

Notes:

- Projects
 - Remove Incubating Projects - only have the "OSGeo Projects" and "Community Projects"
- Case Studies - used to help people find a good project for their needs
 - Consider using the "Guided project search" (would the name be "Choose a project" here)
- Participate Contribute - Like this
- Subscribe? Need work on this one, could just be subscribed to discuss list, or a page here where all the signups are available.
- Projects dropdown
- Case studies, seems fine, maybe guided search belongs here, "how can we help"?
- About - seems good
- Community - we can work on on the sort order (communication more important)
 - Made some adjustments
- Projects - around 20 projects so search bar is overkill
 - Show them all, and provide filters on the right
 - Add logo
 - View project, link to source, link to download page
 - Guided Search
- Detail page on project
 - Looks good
 - Logo on top right
 - Contact
 - Link to the project steering committee
 - Communication
 - Link to mailing list, user group
 - Commercial Support → listing service providers on the right

- JJ/JG has action item for example
- About OSGeo Foundation
 - Content can cover mission statement and goals
 - JG: Action item to provide this content
- News:
 - List on right, filter on right
 - Looks helpful
- Idea:
 - Board, committee, projects ...
 - They all have the same “communication” details of mailing list, wiki, “call to action” (participate)

- **Review Sitemap - Version 3**

Sitemap Presentation will be given by Pim Tebbens.

Notes:

- Items stated above in “**Updated Wireframes: ‘Interaction Design V3’**” are directly adjusted in Sitemap V3.

Action Items

- JG: Send logo feedback to marketing email list
- PT: Share ‘Required content OSGeo website’ document
- JJ: Collect tags as part of the visitor journey spreadsheet - aim for 20.
- JJ: Fill in one project for GeoNode, GeoServer
- JG: Provide content example for a service provider (GeoCat,Boundless)
- PM: Provide content example for a GeoForAll Lab
- PM: Provider content example example for a LocalChapter
- **XX: Source sample case studies for content**
- JJ/JG: Providing Get Interactive with information for ‘Case Studies’ wireframes.
- JG: Share Corporate Presentation on Core Values etc. with Get Interactive.
- PT: Processing feedback into Wireframes V3 (← 2017-05-10 PK: updated to V4)
- PT: Processing feedback Initial Branding
- PT: GeoForAll & OSGeo Live - Logo Design

Next Meeting Agenda Items

- Finalize Visitor Journey (OSGeo)
- Review Wireframes V3 & Sitemap
- Review GeoForAll & OSGeo Live logo design
- Decision making Logo Design (OSGeo)
- Review content Case Studies
- Review content Project
- Discuss/review outcome LDAP meeting
- Review content Service Providers
- (Decision making on ‘Guided project search’)

2017-04-26 Meeting - Visitor Journey | Logo Design

Date: April 26 2017 - 16:00 PM (CET)

Agenda

Last Meeting Follow-Up

- Review: Visitor Journey document.
- Set up meeting with Harrison Grundy

New Business

- Milestone: Presentation Initial Branding - Concept & Strategy.
- ~~Review Wireframes: Interaction Design V2~~ moved to next meeting.
- Request for input: 'Case Studies'

Attendees

Get Interactive

- Jeffrey Lasut (Project Owner),
- Patrick Kepel (Project Manager),
- Ching Knikkink (Senior Designer)

OSGeo

- Jody
- Jeffrey Johnson (technical difficulty)

Minutes

- **Review: Visitor Journey document:**

In the latest mail conversation OSGeo stated that the Visitor Journey is going to be an ongoing process. Review added information by OSGeo.

Link to the Visitor Journey document':

https://docs.google.com/a/getinteractive.nl/spreadsheets/d/1KX8Li3DMP5nbrE2QZyw23pAhDzVxsCoQ3x1-XwD_w60/edit?usp=sharing

Review of document with Jody and Patrick:

- Clarification that this is an ongoing process
 - Should we fill in a guess, or leave blank?
- Balance between
 - Awareness / Consideration / Evaluation

- Most content that has been initially written here should be moved down into adoption
- Adoption
 - This is what is easiest to write since it was we focus on
- Impress / Enthuse / Advocate
 - Community development, building
- JG and JJ: Started filling in the document yesterday
- JG outlined the academic and outreach stories
 - Needs review from GeoForAll and local chapter volunteers
- Q: How many people worked on the document?
 - 3 to 4 people?
- Q: How comfortable are we that this document is complete?
 - Most of the ideas are on the table
 - Can be more clearly expressed / with correct technical language
 - Do not think we are missing anything BIG
 - Request review/content from Academic and Local Chapter volunteers
- Q: Can Get Interactive proceed, or are they going to be stuck waiting for this document?
 - This spreadsheet is needed to drive wireframe creation
 - Wireframe creation is stuck on this, but there is other work that can be done while Get Interactive waits

Discussion/Clarifications to help guide OSGeo in filling in this information:

Stages - for non-community members (example students)

- Awareness - Consider to use OSGeo projects, go to an OSGeo events
 - Just the knowledge that open source mapping, research tools exist.
 - Bonus if they learn about local chapters, or GeoForAll communities that can help
- Adoption - made their decision to use/or are already using open source for their project or theses
 - What tools we can provide to make this easier
 - GeoForAll can help support them here
 - Ideal Story: Write a thesis using GRASS for analysis, and contribute a new plugin to GRASS
- Impress - have so much fun with open source mapping they want to join OSGeo
 - Presenting papers
 - Telling other other Grad students

Stages - for stakeholders

- Awareness
 - Check that members are aware of all that OSGeo offers
 - Focused on building connections between OSGeo groups
- Adoption - how to take part in more OSGeo activities
 - How to encourage stakeholders to participate in OSGeo (rather
 - If you work on a project, how to set up a code sprint

- If you work on a local chapter, how to join marketing committee
- Impress
 - Both messenger outreach to non-members
 - Promote OSGeo as an organization - name OSGeo as a solution
 - Recruit new members to grow our community

Conversation about terms (see Legend tab of spreadsheet)

- Which content do we need?
 - Information
 - Things that need to be written
 - Tutorial is a content (could be delivered as a workshop, video, website, pdf, handout)
 - *Examples: Getting Started, FAQ, Project Information, Tutorials, Case Studies, MOU, Press Release, MOU*
- Which media can we use?
 - Formats
 - *Examples: website, offline (brochures, handouts), videos, demos, magazines, social media*
- Which channels
 - Where the communication occurs
 - The same content can go out on multiple channels - example a press release on our website and via gisuser
 - Different channels require different media - the same tutorial may be a PDF on the website, a handout at a conference, and a video on YouTube.
 - Website, Twitter, Facebook, Linkedin, Conference Booth, Conference Presentation, Conference Workshop
 - *Examples: Website (landing pages), MailChimp (channel for email), GisUser (channel for press release), Git (channel for code), mailing list (channel for email)*
- Tools, response and followup:
 - Goal is to create a response in the target audience
 - Follow up email after user has downloaded the software
 - Collecting biz cards at a conference to check back with booth attendees
 - Create an interaction between events:
 - Download qgis, get an email three days later about a local meetup in your area, follow up with foss4g news
 - Call-to-Action button on the website (landing page)

Stages - for stakeholders members

- Awareness
 - Consider to join us (rather than just use our software and materials)
 - You can join a local chapter and take part
 - How to encourage service providers into productive contributors?
 - Do you support open source? Are you sure?
 - Encourage the use of open source you help grow the user community
 - Next level is participating, so open source can be sustainable

- Adoption
 - How to join a local chapter and help out in your community
- Impress
 - Having fun? Encourage others to join
 - Burnt out? Encourage others to help
 - Community building, member outreach, join osgeo

- ***Set up meeting with Harrison Grundy***

Meeting with Harrison Grundy (SAC) to discuss production environment and LDAP for the website.

- ***Milestone: Presentation Initial Branding - Concept & Strategy***

Presentation and substantiation on logo design and recommendations.

Link to document: "Presentation Initial Branding - Concept & Strategy" will be added after presentation.

Notes:

- Cleanup, blance
- Good comparison with friendly / competitors for visual comparison
 - Note - update QGIS logo and eclipse Logo for comparison
 - The composition is improved, looking more balanced with the text, spacing looks good
- Logo 1 - minimal changes
 - The old one had a gap to be "open"
- Logo 2 - bring in two colors change from compass rose to compass on rose
 - Logo text looks odd for spacing
- Logo 3 - bring in two ideas
 - Like the sawtooth effect
 - The combination of compass rose with compass
 - Fits in best with the others
- Logo 4
 - Change it up more, gradient, mark intermixed with words, breaks up OS and
- Logo 5
 - Like a Spirograph rendering of the current elements
 - Lots of movement with all the lines
 - The font is clear, legible, with the darker colors
 - Moves away from green

Exploring Logo 3 in other contexts

- Use a topo to pull out idea of geography for biz card, presentations, etc...
- Topo lines comes across as vintage - or steampunk
- Consider comparison with new qgis logo
- OSGeo - Educational content
 - This is known as "GeoForAll" so we need a different example
 - Other examples with two words to see line wrapping
 - Silver Sponsor

- Community Project
- Still recommend short names for subterms
- OSGeo - Conference
 - This is known as "FOSS4G" so we need a different example
- Discussion:
 - Lots of nice elements to steal for sub brands
 - More colors for sub-brands
 - What font? Need to check it is an open font :) A google font...

Jody's notes:

- remind me to share my sketch templates
- I like how light bulbs are now icons - and not a real thing anymore)
- for mission, vision, presentation -
<https://www.slideshare.net/jgarnett/a-new-vision-for-osgeo-65529744>)
- That "G" looks odd, tried to draw in elements with of an arrow?
- I think your QGIS logo may be out of date

- ~~Update Wireframes: 'Interaction Design V2':~~ ← moved to next meeting.

~~Based on the information given by OSGeo on April 12 2017, adjustments were made and saved in a new document: 'interaction Design V2'~~

~~Link to 'Interaction Design V2':~~

~~<https://projects.invisionapp.com/share/ZCBA3XH54#/screens/230141058>~~

Action Items

- Finalize Visitor Journey (OSGeo)
- Decision making Logo Design (OSGeo)
- Providing Get Interactive with information for 'Case Studies' wireframes (OSGeo)
- Share corporate presentation on Core Values etc. with Get Interactive.
- JL - contact email list to set up a meeting with Harisson Grundy
- JG - setup a meeting on the visitor journeys
- JL - Share logo presentation as-is (ask for feedback on the topo background idea)
- JG: Anyone want to post these notes...

Next Meeting Agenda Items

- Discuss input 'Cases Studies'.
- Discuss decision Logo OSGeo.
- Marketing & Collateral for FOSS4G Boston (waiting for Astrid to reply).

2017-04-12 Meeting sitemap + homepage wireframe

Attendees:

Jeffrey Johnson
Jody Garnett
Marc Vloemans
Guido
Nicolas
Jeffrey Lasut
Pim Tebbens

- For the weekly meetings Get Interactive will set up a recurring Google hangout and send the link to the list.
- Sitemap suggestions by Jeffrey and Jody are added on the spot by Pim, new version will be uploaded in Invision: <https://invis.io/98B9VY8AJ>
- Wireframe preview, some suggestions are made by Jeffrey and Jody, these comments are added in Invision. Pim will process the feedback for next meeting.
- Pim will create a public Invision to share in the marketing list.
- Case Studies should be able to cross link to projects.
- Downloads is a list of external links to project server. Some are SVN/GIT repositories.
- Checkbox to highlight event on homepage, ask user for snippet and image. Auto fill the homepage event highlight.
- Checkbox for featured sponsor to show on homepage.
- No response yet from Michael Smith (treasurer@osgeo.org) concerning details for sending the invoice. Jeffrey Johnson will try to contact Michael :-)

-- notes --

Attending:

- Jeffrey Johnson, Jody, Jeffrey Lasut, Patrick, Pim, Guido

Review of site maps, editing during the discussion.

- [site map](#) (invision)
- Community news vs planet vs foundation news
- JJ: send site map to mailing list

Review wireframes

- [Wireframe](#) (invision)
- Don't list six projects, we need a guide
- Remove incubator, it is not end-user focused
- Action: get snippet description for each project

- From <https://live.osgeo.org/en/overview/overview.html>
- Can we balance projects with case studies?
 - Projects show what is available
 - Case studies show successful use of the software
- How to handle news
 - News (internal foundation), Community (blog posts)
- Initiatives
 - Jody- can we cut from home page since this is not about end-users?
Jeffrey - no, but move lower
 - Jody - can we focus on what each initiative means to end-user then?

Actions:

JJ: send site map to mailing list

2017-04-05 Get Interactive Kickoff

Attending:

- Jeffrey Johnson, Jody, Jeffrey Lasut, Patrick, Pim
- Regrets: Marc Vloemans

Agenda: (from email) the basic agenda will be as follows:

List of Meetings

2017-04-05 Get Interactive Kickoff

Introductions

Initial project Roadmap and key milestones

Discuss overall project Goals and KPI

Assess the timeline and revise

Evaluate Risks to the milestones and timeline

Discussion (time permitting)

2017-04-12 Meeting sitemap + homepage wireframe

2017-04-26 Meeting - Visitor Journey | Logo Design

Agenda

Notes

Action Items

Next Meeting Agenda Items

Jeff, Marc, Pim or Jody, please let us know if there are additional issues we should discuss:

- Q: Concerned about meeting time?
 - dumping content into this document so we do not have to look it up during the meeting
 - Can I recommend separate kick-off for the two tracks?
- Q: Can we establish communication expectations (meetings, email, hangouts)
 - A: Prefer weekly meeting with Jeffrey
 - Recruit others to attend meeting as needed
(Wish to be kind to our members volunteer time)
 - [14:00 UTC](#) Each week
 - A: Community has a strong preference for transparency
 - sending email to marketing committee mailing list
 - taking notes in meetings like this

Actions:

- all: weekly meeting has been setup, remaining communication on this email list
- Harrison: Set up meeting with Harrison Grundy (SAC) to discuss production environment and LDAP for the website
- Jeffrey: Write “project start” blog post / email to osgeo community

Introductions

Get Interactive:

- **Jeffrey Lasut** - Senior project coordinator, architect, developer, small company so everyone is on board
- **Pim Tebbens** - Creative Director, creative process, works with designer, branding, interaction/wireframe
- **Patrick Kepel** - Project manager,, schedule, deadlines, will write these google docs for us :)
- Ching Knikkink - Chen - Sr. Designer
- Marcel de Ruiter - Developer
- Marvin Binneveld - Developer
- Sebastiaan van de Haak - Developer
- Jai Nunda - Frontend developer

Get Interactive Introduction video: <https://vimeo.com/210946928>

OSGeo: <http://www.osgeo.org/marketing/index.html>

- **Marc Vloemans** - Committee Chair, happy birthday Marc!
- **Jody Garnett** - looking out for projects and sponsors in this initiative, PST
- **Jeff Johnson** - Initiative Lead, looking out for the “outreach” goals, PST
- Nicolas Bozon - responsible for brand guide provided during EOI
- Astrid Emde - great at communication, runs our twitter, focused on marketing collateral for events (component 3)

- Harrison Grundy - from the “system admin committee” responsible for running website once delivered. Can hand any technical questions.
- Guido Stein - working on events, organizing “foss4g” this year
- Other members of the Committee
 - Cameron Shorter - great at writing and communication, great resource for branding questions. Works from Australia so email preferred communication.
 - Peter Batty
 - Arnulf Christl
 - Alex Mandel (SAC)

Initial project Roadmap and key milestones

From proposal/contract:

1. Component 1 - Branding and Online Style Guide
2. Component 2 - Online platform development, content and maintenance
3. Component 3 - Print Marketing Collateral Creation
4. On-site workshop august 14-19th, 2017 - Boston MA (Massachusetts)

Branding & print process:

1. Kickoff
2. Strategy and concept
 - a. Research
 - b. Strategy - sign off
 - c. Concept - sign off
3. Design
 - a. Brand identity - sign off
 - b. Style Guide: Component 1 - sign off
 - c. Deliverable: Component 3 - sign off

Web development:

1. Kickoff
2. User experience design
 - a. Research
 - b. Sitemap finalization - sign off
 - c. Interaction Design (wireframes) - sign off
 - d. Visual Design - sign off
3. Development
 - a. Front-end development
 - b. Configuration
 - c. Back-end development
 - d. Bug fixing & testing - final sign off
4. Website launch: Component 2

Discuss overall project Goals and KPI

TBD (what is kpi? Key performance indicators).

- How to measure success
 - Goals for bringing new users into the system
 - Goals for projects
 - Outreach - help guide users to appropriate project
 - See geonode and qgis for good examples of communication
 - Goals for geoforall
 - **Action:** we need to recruit a geoforall member for marketing committee
 - key success story
 - Goals for local chapters
 - Dutch chapter - note the great local branding
 - **Action:** we need for recruit a local chapter rep for marketing committee
 - Foss4G input?
 - **Action:** Ask guido to help?
 - Service providers and sponsors
 - Sponsors: Jody
 - Service providers: Jeff Johnson
 - http://www.qgis.org/en/site/forusers/commercial_support.html
 - <http://geoserver.org/support/>
 - See EOI for more details
- Revisit as we get to each “sign-off”

Assess the timeline and revise

Q: EOI and contract took longer than planned - do we need to adjust?

Here is the timeline from the osgeo EOI ([pdf](#)) along with the note that the dates would be finalized during this “kick off” meeting.

Here is the revised timeline:

- **April 5th - milestone 1:** Project kick-off
- April 12th: Presentation information architecture (sitemaps)
- April 19th: Presentation wireframes
- April 26th: Presentation initial branding (Concept brand identity and concept strategy)
- **April 28th - milestone 2:** Delivery of wireframes, information architecture, initial branding
- May 3rd: Presentation detailed branding (brand identity and strategy)
- May 10th: Presentation visual design website homepage (mockup homepage)
- May 17th: Presentation visual design website pages (mockup other pages)
- May 24th: Presentation visual design website pages (mockup other pages)

- **May 26th - milestone 3:** Delivery of mockup homepage and content, and detailed branding
- **June 7th - milestone 4:** Feedback from OSGeo team on Mock ups, Information Architecture and Branding
- **June 14th - milestone 5:** Finalization of Branding and visual design
- **July 5th - milestone 6:** Delivery of the homepage and content/collection templates and CMS theme (Development/Testing environment)
- **July 10th - milestone 7:** Initial Migration of the platform content complete
- **July 14th - milestone 8:** Website to acceptance environment (By OSGeo supported by Get Interactive)
- **July 17th - milestone 9:** Knowledge transfer, training of OSGeo stakeholders
- **July 24th - milestone 10:** Acceptance testing of the website and feedback from initial users
- **August 1st - milestone 11:** Site Launch (Website to production environment by OSGeo supported by Get Interactive)
- **August 14-19th - milestone 12:** FOSS4G Boston - facilitate content management workshop gather feedback from participants and user interviews, surveys etc
- **By August 31st - milestone 13:** Delivery of final report summarizing site test and feedback results and lessons learned with recommendations

Evaluate Risks to the milestones and timeline

Risks:

- Acceptance of production environments
 - Setup LDAP for the website
 - **Action:** Set-up meeting with Harrison Grundy (SAC) to discuss production environment and LDAP for the website
- Way too much feedback from foss4g-e and foss4g :)

Clarifications:

- What time is foss4g workshop scheduled for?
 - We need to sort this out on the email list with Guido
 - Looking for one day workshop (when?)
- What items are needed for foss4g conference - so we can set priority?
 - Ask Astrid on the marketing email list
- Branding - what are assets are available
 - Yes: <https://svn.osgeo.org/osgeo/marketing/>
 - Yes: Jody has some "sketch" templates for branding
 - Yes: <http://cartogenic.com/OSGeo-brand/guide/>
 - No: We need a round up off all the sub-logos from local chapters and projects (see EOI appendix)
 - <http://www.osgeo.org/content/chapters/index.html> ← they care
 - <http://www.geoforall.org> ← they care

- <http://www.osgeo.org/content/foundation/committees.html> ← they do not care
- projects ← they care, not unified with osgeo
- We can source this on the marketing email list :(

Discussion (time permitting)

We can look into the following - time permitting:

- **Priorities for specific stakeholders**
 - covered above, take to email conversations
- **Target User Audience**
- **Overall Aesthetics we are trying to achieve**
 - Need help here ... consider the following for context
 - Look at some of projects that have done a good job?
 - Look at other foundations, organization for inspiration
 - <http://apache.org>
 - eclipse.org
 - [LocationTech](http://www.locationtech.org) (sub brand of eclipse.org)
 - <http://www.fsf.org>
 - <https://www.linuxfoundation.org>
 - <https://www.ubuntu.com>
 - <http://www.esri.com/software/open/open-source>
 - <https://choosealicense.com>
 - <https://creativecommons.org>
 - <https://www.openstreetmap.org>
 - See EOI for more
- **Key Content that we want to use to drive the design**
 - 70%: outreach to new users, specifically those migrating from ESRI
 - 50% - help end users choose an open source project
 - 5% - geoforall - educational outreach
 - 5% - events - direct personal contact
 - 5% - local chapters - horizontal “grassroots” outreach
 - 5% - partners - vertical “industry/topic” specific” outreach
 - 30 % community
 - 5% about the foundation - who we are, vision, goals
 - 5% service providers - promote use, investment into our projects
 - 5% sponsors - directly invest in our projects, events, initiatives
 - 10% what is open source and why it matters
 - 5% communication
 - 5% We have some formal “press release” communication to manage on the website
 - 0% news feed is sourced from community members
 - 0% osgeo committees - moving to wiki
 - 0% code sprints - already on the wiki
 - 0% initiatives - already on the wiki
- Invoice

- Send to treasurer@osgeo.org (the contact person is Michael Smith)