Call Notes for the Portal Committee

The following Committee members were in attendance:
- Ruvarashe Chindara, ICPD
- Scott May, ICPD
- Shamah Mawoko, ICPD
- Thelma Munhequette
- Blessed Okole, PhD, CSIR
- Dustielyn Savage, ICPD
- Elisabeth Valerio, ICPD
- Albino Gaw Dar, FYI

Welcoming remarks & introductions: BOLD ITEMS WILL BE COVERED DURING THE CALL.
For a more in-depth briefing or if you are unable to attend a meeting but would like a debrief, contact Elisabeth Valerio at evalerio@icpdprograms.org.

Scott May welcomed the council members to the ELISA Portal Committee meeting and oriented (through screen-sharing) the committee members to the web-based resources. Scott asked the committee members to go the website www.icpdprograms.org, select "Committees" from the "Select an ICPD site" drop-down menu at the top right side of the page. Scott informed the committee members that they could locate the meeting agendas, past meeting notes and supporting documents for the meeting on the ELISA Portal Committee Tab. Scott reviewed the proposed agenda outline for the committee meeting and the committee objectives. Scott then invited everyone on the call to introduce themselves and reviewed the agenda for today's meeting.

ELISA Portal committee

Updates, past action items and recent developments
- The ELISA team has continued working on functionality on the portal technology.

- Web traffic report (countries people come from and the pages or features they access)

    - Elisabeth showcased the spike in traffic and where it was coming from through the ELISA Google analytics tool which showed that most traffic is coming from Botswana and Kenya while previously most traffic was coming from Zimbabwe, China and United States primarily. Elisabeth showed the uptake in the number of page views and the pages people are visiting, the highest being the news page, home page and project page consecutively.
    - Scott mentioned that there has been an increase in traffic which is due to the upcoming CONFAB on November 10th, 2021. He also mentioned that 24 people attended the 18th August CONFAB while 546 people have said they are going to attend the November 10th 2021, CONFAB on linkedin.

Focus topics:

Committee objectives

- Project page functionality - Ruva

- Other features and functionality that could be activated or built into the portal, so that the portal becomes an integral part of their work

A presentation by Ruva Chindara on functionality of Project pages to make the site more valuable to the members

Ruva demonstrated how to create a project page. You must be logged in to your portal profile to create a project page. She showed the committee how to maneuver to the project pages and oriented the committee through the process of creating a project page. She also explained the advantages and use of project pages including being able to design your own online pages, publish, brand and promotes your business, products, projects or ideas.

Scott asked if there could be an option on the project page when answering the questions to click and a box comes up to choose from in the case one does not know what to fill-in. Scott recommended that where it says 'Alias' be changed to 'name you want to give your website' or be defined. Scott also suggested that where it says state should be suppressed since all the states that appear are USA based which does not accommodate everyone. Scott suggested that a user aspect should be added that one needs to complete a form when logging in into the portal for the first time.

Ruva demonstrated to the committee how you join, follow and invite people to be part of your project.

Scott asked does a person invited to be part of the project have full functionality, including deleting the page. Elisabeth responded saying that the person will have full functionality to edit.

Scott asked if a person can request to be a team member without receiving an invitation from the owner of the project page. Elisabeth replied only the owner of the project page can add a person to collaborate.

Elisabeth asked if a person who has been added to a project page can add another person?

Scott asked whether people create and built the project pages on their own?
Scott also showcased the landing page for the projects pages and highlighted that the number of project pages has grown from 0 to 61 project pages in 6 months. Ruva responded that the committee members help the ELISA community create the project pages and let them take over.

Elisabeth highlighted that the project pages should be sorted by category, most recent and most visited for easier accessibility. She also mentioned that the web page getting most traffic on the ELISA portal currently is the Luminary page.

Other/Next Steps and Future Action Items

- Other/Next steps and future action items

  Committee Objectives:
  Focusing on enhancing portal content and functionality to support the growth of a robust and active online community.

  - Advise on improvements for existing and future portal features
  - Ensuring project pages become a valuable tool for portal members
  - Optimize user experience, portal community engagement and user generated content

Scott reminded everyone that the next ELISA Portal Committee meeting dates are to be announced for 2022.

Please plan on 45-minutes for this call. Visit www.elisanetwork.com for more information about ELISA.

Upcoming Portal Committee calls
Date to be announced, 2022, 10:00 AM Eastern | 7:00 AM Pacific