BUSINESS ONE STOP MEETING MINUTES – 05/17/2007

Invitees:

Rick Becker – CIO
Steve Hartman - CIO   **Dale Arp – SOS**
Karen Barrett – Revenue   **Randy Cecrle – WCC**
Sherry McCormick - Revenue   **Melodee Hightshoe – Labor**
Jennifer Rasmussen- Nebraska.gov

Topic One: Presentation and group discussion of master questions and flow charts

Revised flowcharts were distributed to the group. Flowcharts now include the IRS Form SS-4 as an optional form for all new Nebraska business registrants, and all forms are marked as Required, User Requested, or Optional.
Further revisions to the flows will be made now based only on new input from any agency, or any corrections deemed necessary as the prototype and application creation goes forward.

Topic Two: Discussion of preliminary prototypes

Nebraska.gov created four template designs for the application prototype, which were distributed and evaluated. The templates included examples of a landing page for the application and final checklist design.
Some elements that were agreed upon as being necessary or desirable for the prototype:
1. A toolbar to be located at the top of the page.
2. A "percent complete" tracking system to let the user know how much of the questionnaire is complete/yet to be completed.
3. A system for the user to be able to view their answers to previous questions as they progress through the questionnaire, and to be able to return to a question to change an answer.
4. The final checklist should be kept to one screen.
5. An option for the user to print a copy of the checklist (without the surrounding template).
6. An option for the user to email a copy of their checklist to the email address of their choice.
7. If the user wishes to enter their email address for the above purpose, and this email address will be retained in a database, a privacy notice or terms of agreement should be included.

The group also decided that at this point it is not desirable or necessary to add functionality for a user to create an account and save their checklist and questionnaire. This functionality may be revisited at a later date.

Topic Three: Next Steps

Nebraska.gov will revise the chosen design to include all of the elements from the different templates that the group decided on (see above) and will bring to the next meeting.

Nebraska.gov will also create a revised version of the checklist based on the forms list generated by a user, to compare with the current example of a checklist based on the order of questions in the application.