BUSINESS ONE STOP MEETING MINUTES – 05/31/2007

Attendees:

Steve Hartman - CIO	**Karen Barrett – Revenue**
Randy Cecrle – WCC	**Allen Kassebaum - WCC**
Brian Stevenson –Nebraska.gov	**Glenn Norton – Nebraska.gov**
Jennifer Rasmussen- Nebraska.gov	

Topic One: Discussion of preliminary prototypes

Revised prototype designs were distributed to the group. A new example of the user's final checklist was presented that lists forms in three sections for Required, Recommended, and Optional, with the corresponding questions. This layout was compared with the original design that listed the questions in order, then the corresponding forms. It was decided that the new format was better as it was more streamlined and avoided listing forms more than one time.

Question numbering was eliminated from new examples of the design, and the group decided this was beneficial as a question number could change in the application, based on any changes to prior answers, and could be confusing for the user.

The group did not request any further changes to the basic layout and color scheme at this time, and will instead focus on the types and placement of functional items.

A first draft of the functional specifications for the Phase One questionnaire was presented to, and discussed by, the group. Some additions to the functional specification were recommended:

- No defaults on radio buttons
- Session time out set to 2 hours (this may be revisited when data collection begins)
- Specification of types of contextual help information

Topic Two: Discussion of user emails

The group revisited the idea of a user being able to email a saved version of the application even when the questionnaire was incomplete (before a checklist is generated). It was decided that since this is possible without having to store any data, by allowing the user to send a link with the session state saved, it would be added to the functional specifications.

Other suggestions that will be added to the functional specifications:

- Add a link to the final checklist email for the user to revisit a checklist
- Add a method for a user to name their profile/checklist
- Add a naming feature to the print style sheet

Topic Three: Next Steps

Nebraska.gov will begin work on a "clickable" prototype and complete revisions/additions to the functional specifications for the next meeting.

The date of the next meeting may have to be changed, or the meeting may have to be cancelled based on a conflict with another meeting for many members of the group.   A status update will be sent out to all members in the next week.