



MAGIP Mentoring Subcommittee

Minutes from September 16, 2010 subcommittee meeting
DMPapineau September 20, 2010

Meeting attendance:

- Carrie Shockley
- Jason Danielson
- Diane Papineau
- Melissa Rivnie
- Valentijn Hoff

1. We briefly discussed Valentijn's latest list of skills for the checkboxes. The current list incorporates phrases commonly in use elsewhere. We accepted this list as the working list we will use for the prototype for testing.
2. Jason reported
 - All the skills checkboxes need to be on one long page—the member's profile page. This is the only way to keep them searchable. We may choose to shorten the list if we think shortening makes things more appealing; versus the level of detail members get by leaving the page long.
 - The search options on the Advanced Search page will match the groupings and phrases on member profile pages.
 - We determined that the full compliment of skills checkboxes to choose from will be visible to a member once they 1) log in, 2) go to their profile page, and 3) click the Edit Profile button. Otherwise, the member's profile page will only display the skills section heads and text associated with whatever skills checkboxes they previously set.
 - When mentors set the Mentor checkbox on their profile page, this will cause a checkmark to display in the "Mentor" column in Member List. It will also be a searchable item through the Advanced Search.
3. We will include text somewhere on the website to encourage members to set as many skills checkboxes as they would like in order to facilitate networking even if members do not want to be mentors.
4. If the program is ultimately approved by the board, a fair amount of public information and explanation will need to occur, accompanying the mentoring guide and any other instructions we place on the website.

(cont.)

5. We will include clear instructions on how to use the Advanced Search either to find other members for networking or for finding a mentor.
6. Wendy and Bryant have each removed themselves from the Mentoring Subcommittee due to other commitments. We appreciate their contribution and will acknowledge them via a "past subcommittee member" list on the Mentoring subcommittee page.
7. For the next meeting:
 - a. Diane will update the web delivery schematic and the process steps in our plan and work on the introductory text and the Mentoring Guide if possible.
 - b. Jason will incorporate Valentijn's updated list of skills to the website and make other minor tweaks based on our discussion.
8. Next meeting: Wednesday, September 29, 2pm – 3pm.