# Agenda – 241217

* ~~Password protection for muniweb password – put Keepass (software) on server only- Arshad 12/22/24~~
	+ Arshad to send everyone links so they can load on local machines & instructions
* Production Server Operating Licenses –
	+ ~~Doug Purchased on 12/11/24~~
	+ 12/17 wait for package to arrive, once received:
		- Install 1/4/2025
	+ Create procedure for team – Arshad to share
* SSL Cert on Failover Server - Arshad
	+ Update SSL Cert Jan, March, May, July, Sept, & Nov 2025
		- `Create Scheduled reminders to do Second Saturday every other month
* ~~Backing up MuniDIY websites – is happening~~
* Replication of MuniDIY website needs to be completed by Arshad low priority
* ~~Kentico & Umbraco website are automated back-up~~
* Automatic Umbraco synchronization DATA BASE, based upon changes made- Arshad & Manish to report back to Jay 1/7/25
	+ Umbraco Synchronization – fail-over back up manually at 2:00amet failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in the process of purchasing the licenses.
	+ 11/19 watching Licenses for a couple day & will update to dev & failover servers 11/25/24 – working will update to live servers work with Doug & update the weekend of 12/14/24
* Drop Box verses SharePoint- Jay
* Development - Lisa
	+ IRMARisk.org
		- ~~Training – no archival Nov & Dec not big training months -Manish when done let Lorenzo know so he can check for styling issues~~
		- ~~Minutes, & Packets dumps – Manish -12/16/24~~
		- ~~Public viewing of Agenda- Manish & Lorenzo 12/13/24~~
		- ~~Assign Roles to member – Manish – complete by 12/11/24~~
		- ~~Test & Walk-through begins 12/11/24 Lisa completed~~
		- Training Manual – Laura
		- Schedule training
	+ IPBC
		- IBPC Training with IPBC 12/17/24 – Laura/Sweta
		- Homepage change to block to free text areas- Lorenzo to change once confirmed with client
		- Members- no longer require sub-pools – Manish
		- Answer Manish question regarding Contact and Calendar page in General Info- Laura 1/7/25
		- ~~Add Editor- Laura & Sweta~~
		- ~~Review Training manual & Add section on how to add members- Sweta 12/10/24~~
	+ Hampshire
		- MyHampshire app affects the calendar
		- ~~Lorenzo Build start build Nov 18, 2024~~
		- ~~Ready for content~~
		- ~~Manish to move meeting docs- news & meeting done 12/18/24~~
		- ~~Migrate content –Marlene week of 12/11/24 on going~~
		- Walk through – Lisa complete 1/3/25
		- Schedule training with Mo week of 1/6/25
	+ Johnson Creek WI – sent contract it will be 11/26/24 & the kick-off meeting is 12/3/24
		- ~~Create Flat Image (Lorenzo)~~
		- Suggested site map- completed by Laura 12/30/24
		- Interior page & mobile view flat image – Lorenzo by 1/2/25
* Holland, MI Parks & Recreation – meeting on 1/16/2025
* Lorenzo’s Priorities
	+ Johnson Creek flat images
	+ Ingstron – is umbraco site live? Not yet Lorenzo to make homepage changes after 1/1/2025
		- Innoac– keep on kentico fazing out, keep it backed-up - forward in Ingstron
		- Assentiel – forward in Ingstron
	+ IrisOak- Lorenzo flat image for Jay – need direction
	+ MyJourneyw/Sumi – move to muniDIY, Sweta & Laura to meet with KC
		- link to his videos to be put on his website
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website – do we need to give him a drop-dead date- Jay?
* KanirBhatia – Arshad bring it down 1/31/2025, can bring it back if missed
* Manish’s Priorities
	+ Algolia Integrate video recordings for search- Manish Testing
		- Lorenzo to provide input 2/2025

* MuniDIY
	+ Training Videos – Sweta. Lorenzo & Lisa to revisit in 2/2025
	+ ~~EN.xml file, update from Umbraco to MuniDIY - Lorenzo~~
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website

# Agenda – 241210

* Password protection for muniweb password – Keepass (software) or Lastpass (browser) – Arshad to determine which method we will use- will speak with Jay & give update 12/2/24 -jay will make decision what returns to the US
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco

databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in the process of purchasing the licenses.

* + 11/19 watching Licenses for a couple day & will update to dev & failover servers 11/25/24 – working will update to live servers work with Doug & update the weekend of 12/14/24
* Development - Lisa
	+ IRMARisk.org
		- ~~Marlene to start migrating content 11/6/2024~~
		- ~~Wait List for training registration- done~~
		- Training – ~~no archival Nov & Dec not big training months -Manish when done~~ let Lorenzo know so he can check for styling issues
		- Minutes, & Packets dumps – Manish -12/16/24
		- Public viewing of Agenda- Manish & Lorenzo 12/13/24
		- Assign Roles to member – Manish – complete by 12/11/24
		- Test & Walk-through begins 12?18/24
	+ IPBC
		- ~~Content migration done except members- Sweta & Laura- Lisa to find and share delegates & reenrollment dates spreadsheet~~
		- ~~Testing – Laura & Sweta the week of 11/25/24~~
		- IBPC Training with IPBC 12/17/24 – Laura/Sweta
		- Add Editor- Laura & Sweta
		- Review Training manual & Add section on how to add members- Sweta 12/10/24
	+ Hampshire
		- MyHampshire app affects the calendar
		- ~~Lorenzo Build start build Nov 18, 2024~~
		- ~~Ready for content~~
		- Manish to move meeting docs- news & meeting – hold until Marlene has a better feel
		- Migrate content –Marlene week of 12/11/24
	+ Johnson Creek WI – sent contract it will be 11/26/24 & the kick-off meeting is 12/3/24
		- Create Flat Image (Lorenzo)
	+ ~~theocca.com – domain name transfer price provided & offered muniDIY 11/21/24 waiting for response~~
	+ Cascade Twp - I’ll reach out the week of 11/25/24
	+ Plainwell, Michigan - need to reach out
	+ LEMA – follow-up Dec
* Marlene’s Priorities
	+ Maintenance
	+ ~~IRMA content migration~~
* Lorenzo’s Priorities
	+ ~~IRMA- ongoing tweaks~~
	+ ~~IPBC – member filter being added by Lorenzo & testing will begin 11/25/2024~~
	+ IPBC- print version of members- tweak printing by sub-pool before12/17/24
	+ ~~Hampshire Build – building & ready for content 12/2/24~~
	+ IrisOak-Sweta migrate content start 12/2/24 when done Lorenzo will make homepage changes afterwards
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ Innoac– Lisa will ask jay if wanted
	+ Ingstron – is umbraco site live? Not yet Lorenzo to make homepage changes after 12/2/2024
	+ Assentiel – Lisa will ask jay if wanted
	+ KanirBhatia - – Lisa will ask jay if wanted
* Manish’s Priorities
	+ Algolia Integrate video recordings for search- Manish Testing

* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Agenda – 241203

* Password protection for muniweb password – Keepass (software) or Lastpass (browser) – Arshad to determine which method we will use- will speak with Jay & give update 12/2/24 -jay will make decision what returns to the US
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco

databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in the process of purchasing the licenses.

* + 11/19 watching Licenses for a couple day & will update to dev & failover servers 11/25/24 – working will update to live servers work with Doug & update the weekend of 12/7/24
* Development - Lisa
	+ IRMARisk.org
		- Marlene to start migrating content 11/6/2024
		- ~~Wait List for training registration- done~~
		- Training – ~~no archival Nov & Dec not big training months -Manish when done~~ let Lorenzo know so he can check for styling issues
		- ~~News, Agenda & Minutes, & other pdf dumps - Manish~~
	+ IPBC
		- Content migration done except members- Sweta & Laura- Lisa to find and share delegates & reenrollment dates spreadsheet
		- Testing – Laura & Sweta the week of 11/25/24
		- Contact IBPC & Schedule Training with IPBC 12/5/24 – Laura/Sweta
	+ Hampshire
		- MyHampshire app affects the calendar
		- ~~Lorenzo Build start build Nov 18, 2024~~
		- Ready for content
		- Manish to move meeting docs
		- Migrate content –Marlene week of 12/11/24
	+ Johnson Creek WI – sent contract it will be 11/26/24 & the kick-off meeting is 12/3/24
	+ ~~theocca.com – domain name transfer price provided & offered muniDIY 11/21/24 waiting for response~~
	+ Cascade Twp - I’ll reach out the week of 11/25/24
	+ Plainwell, Michigan - need to reach out
	+ LEMA – follow-up Dec
* Marlene’s Priorities
	+ Maintenance
	+ IRMA content migration
* Lorenzo’s Priorities
	+ IRMA- ongoing tweaks
	+ ~~IPBC – member filter being added by Lorenzo & testing will begin 11/25/2024~~
	+ IPBC- print version of members
	+ ~~Hampshire Build – building & ready for content 12/2/24~~
	+ IrisOak-Sweta migrate content start 12/2/24 when done Lorenzo will make homepage changes afterwards
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ Innoac– Lisa will ask jay if wanted
	+ Ingstron – is umbraco site live? Not yet Lorenzo to make homepage changes after 12/2/2024
	+ Assentiel – Lisa will ask jay if wanted
	+ KanirBhatia - – Lisa will ask jay if wanted
* Manish’s Priorities
	+ Algolia Integrate video recordings for search- Manish Testing

* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Agenda – 241126

* ~~Failover Server - Arshad~~
	+ ~~7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues~~
		- ~~7/23 - everything ok~~
		- ~~8/13 - everything ok~~
		- ~~8/20 - everything ok~~
* Password protection for muniweb password – Keepass (software) or Lastpass (browser) – Arshad to determine which method we will use- will speak with Jay & give update 12/2/24
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ ~~Initially backing up to the same server on a daily basis~~
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco

databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in the process of purchasing the licenses.

* + ~~8/13 - still testing~~
	+ ~~8/20 - database replication is in process, testing on dev server first~~
	+ ~~11/5 - waiting for Doug to talk to Jay to purchase licenses- Arshad to spearhead conversation this week~~
	+ 11/19 watching Licenses for a couple day & will update to dev & failover servers 11/25/24 – working will update to live servers work with Doug & update the weekend of 12/7/24
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ IRMARisk.org
		- Marlene to start migrating content 11/6/2024
		- Wait List for training registration- done
		- Training – no archival Nov & Dec not big training months -Manish when done let Lorenzo know so he can check for styling issues
		- News, Agenda & Minutes, & other pdf dumps - Manish
	+ IPBC
		- ~~Board -Member list- needs to have the ability to added multiple people to municipality – Manish~~
		- Content migration done except members- Sweta & Laura- Lisa to find and share delegates & reenrollment dates spreadsheet
		- ~~Need to added filters to member – Lorenzo to be completed by 11/22/24~~
		- Testing – Laura & Sweta the week of 11/25/24
	+ Hampshire
		- MyHampshire app affects the calendar
		- Lorenzo Build start build Nov 18, 2024
		- Manish to move meeting docs
		- Migrate content – Sweta/Laura/Marlene week of 12/2/24
	+ Johnson Creek WI – sent contract it will be 11/26/24 & the kick-off meeting is 12/2/24
	+ theocca.com – domain name transfer price provided & offered muniDIY 11/21/24 waiting for response
	+ Cascade Twp - I’ll reach out the week of 11/25/24
	+ Plainwell, Michigan - need to reach out
	+ LEMA – follow-up Dec
* Marlene’s Priorities
	+ Maintenance
	+ IRMA content migration
* Lorenzo’s Priorities
	+ IRMA- ongoing tweaks
	+ ~~IPBC – member filter being added by Lorenzo & testing will begin 11/25/2024~~
	+ IPBC- print version of members
	+ Hampshire Build – building & ready for content 12/2/24
	+ IrisOak-Sweta migrate content start 12/2/24 when done Lorenzo will make homepage changes afterwards
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ Innoac– Lisa will ask jay if wanted
	+ Ingstron – is umbraco site live? Not yet Lorenzo to make homepage changes after 12/2/2024
	+ Assentiel – Lisa will ask jay if wanted
	+ KanirBhatia - – Lisa will ask jay if wanted
* Manish’s Priorities
	+ ~~IPBC Members – multiple people for members & import member/people~~
	+ ~~Novi Library search exact phase & files. Manish/Sweta/Lorenzo to write explanation of why keyword searches will not work for files~~
	+ Algolia Integrate video recordings for search- Manish Testing

* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Agenda – 241119

* ~~Failover Server - Arshad~~
	+ ~~7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues~~
		- ~~7/23 - everything ok~~
		- ~~8/13 - everything ok~~
		- ~~8/20 - everything ok~~
* Password protection for muniweb password – Keepass (software) or Lastpass (browser) – Arshad to determine which method we will use
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Initially backing up to the same server on a daily basis
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco

databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in the process of purchasing the licenses.

* + 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
	+ 11/5 - waiting for Doug to talk to Jay to purchase licenses- Arshad to spearhead conversation this week
	+ 11/19 watching Licenses for a couple day & will update to dev & failover servers 11/25/24
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ IRMARisk.org
		- ~~Need Front end search~~
		- Estimate a time to migrate content
		- Marlene to start migrating content 11/6/2024
		- Wait List for training registration
	+ IPBC
		- Board -Member list- needs to have the ability to added multiple people to municipality – Manish
		- ~~Sandy to provide member’s IPBC contact name, email & open enrollment date- requested 11/4/24~~
		- ~~Add Forum - Manish~~
		- ~~Can Manish do the Member Directory?~~
		- Content migration done except members
		- ~~Contact IPBC to clarify IPBC contact (member or IPBC – Lisa)~~
		- Need to added filters to member – Lorenzo to be completed by 11/22/24
		- Testing – Laura & Sweta the week of 11/25/24
	+ Hampshire
		- MyHampshire app affects the calendar
		- Lorenzo Build start build Nov 18, 2024
		- Manish to move meeting docs
		- Migrate content – Sweta/Laura/Marlene week of 12/2/24
	+ Johnson Creek WI – sent contract it will be 11/26/24 & the kick-off meeting is 12/2/24
	+ theocca.com – want to transfer domain name, the process & the price- Sweta & Doug
	+ Cascade Twp - I’ll reach out the week of 11/18/24
	+ Plainwell, Michigan - need to reach out
	+ LEMA – follow-up Dec
* Marlene’s Priorities
	+ Maintenance
	+ IPBC content migration- done expect members
	+ IRMA content migration
* Lorenzo’s Priorities
	+ IRMA- ongoing tweaks
	+ IPBC – member filter being added by Lorenzo & testing will begin 11/25/2024
	+ Hampshire Build – building & ready for content 12/2/24
	+ MuniDIY - in process?
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ Innoac
	+ Ingstron
	+ Assentiel - jay
	+ KanirBhatia - jay
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ ~~IPBC Members – multiple people for members & import member/people~~
	+ Novi Library search exact phase & files. Manish/Sweta/Lorenzo to write explanation of why keyword searches will not work for files

* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Agenda – 241105

Mathew Kurian

mkurian@ingstron.com

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Initially backing up to the same server on a daily basis
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in process of purchasing the licenses.
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
	+ 11/5 - waiting for Doug to talk to Jay to purchase licenses- Arshad to spearhead conversation this week
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ IRMARisk.org
		- ~~Need Front end search~~
		- Estimate a time to migrate content
		- Marlene to start migrating content 11/6/2024
		- Wait List for training registration
	+ IPBC
		- Board -Member list- needs to have the ability to added multiple people to municipality – Manish
		- ~~Sandy to provide member’s IPBC contact name, email & open enrollment date- requested 11/4/24~~
		- ~~Add Forum - Manish~~
		- ~~Can Manish do the Member Directory?~~
		- Content migration done except members
		- Contact IPBC to clarify IPBC contact (member or IPBC – Lisa)
	+ Hampshire
		- MyHampshire app affects the calendar
		- Lorenzo Build start build Nov 18, 2024
		- Manish to move meeting docs
	+ Johnson Creek WI – waiting for confirmation and board approval- draft contract sent 11/8/2024
	+ theocca.com - Can Lisa pitch? Yes
	+ Cascade Twp - I’ll reach out the week of 11/18/24
	+ Plainwell, Michigan - need to reach out
	+ LEMA – follow-up Dec
* Marlene’s Priorities
	+ Maintenance
	+ IPBC content migration- done expect memebers
	+ IRMA content migration
* Lorenzo’s Priorities
	+ IRMA- ongoing tweaks
	+ IPBC – ongoing tweaks
	+ Hampshire Build
	+ MuniDIY - in process?
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ Innoac
	+ Ingstron
	+ Assentiel - jay
	+ KanirBhatia - jay
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IPBC Members – multiple people for members & import member/people
	+ Novi Library search exact phase &
	+ ~~Set-up Forum~~
* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites? Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 241029

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Initially backing up to the same server on a daily basis
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in process of purchasing the licenses.
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
	+ 9/24 - waiting for Doug to talk to Jay to purchase licenses
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ ~~Broadview, Illinois -~~
		- ~~Lisa to reach out Sep 23 to see how they feel~~
		- ~~2nd Training set for Wed, Sep 25 - Laura to discuss GoLive with them~~
		- ~~Push to have golive before Oct 31~~
	+ IRMARisk.org
		- ~~Lorenzo to start building, complete by Oct 6~~
		- ~~Waiting for Site Map from client - Laura to reach out Sep 24~~
		- ~~Manish’s Calendar is the answer~~
		- Manish and Laura - member groups and permissions
	+ IPBC
		- ~~Meeting on Sep 18 to discuss internal pages and mobile view, hoping to get approval of everything this week~~
		- ~~Design approved, Lorenzo to start to build Oct 7~~
		- Board -Member list
		- Can Manish do the Member Directory?
	+ ~~McGrath NVC -~~
		- ~~Hopefully GoLive Sep~~
		- ~~Final bill and monthly hosting to start with Sep billing cycle~~
		- ~~Waiting for them to contact us about changing their A record~~
	+ Hampshire - current design and move content only, contract was sent
		- ~~Still waiting on Mo~~

~~admittable~~

* + - ~~Contract w/changes sent on 8/12~~
		- MyHampshire app affects the calendar
		- ~~Acuity – no~~
		- Lorenzo Build
		- Manish to move meeting docs
	+ ~~Rutland Twp -~~
		- ~~Going with MuniDIY~~
		- ~~Arshad has created the website, Marlene to start moving content 9/17~~
		- ~~Marlene training today, Sep 24~~
		- ~~Go Live Sep 28-29 - tentative~~
	+ theocca.com - Can Lisa pitch? Yes
	+ Cascade Twp
	+ Plainwell, Michigan - need to reach out
	+ Pekin, IL
* Marlene’s Priorities
	+ ~~Rutland Twp content~~
	+ Maintenance
	+ IPBC content migration
* Lorenzo’s Priorities
	+ ~~IPBC Flat image~~
	+ ~~IRMA - build website~~
	+ Hampshire Build
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ ~~Document how to determine changes to a website after rollback~~
	+ ~~IRMA Scheduling~~
	+ ~~IRMA Members~~
	+ IPBC Members
* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240917

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Initially backing up to the same server on a daily basis
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in process of purchasing the licenses.
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ Broadview, Illinois -
		- ~~Marlene - punch list sent to client, waiting to hear back, Marlene to email and ask how punch list is progressing~~
		- ~~Marlene to reach out and ask about training -~~
		- ~~Pushing GoLive until after training; working to get the training on the calendar~~
		- ~~Maybe GoLive without training? Lisa to call on 9/4~~
		- Lisa to reach out Sep 23 to see how they feel
		- Push to have golive before Oct 31
	+ IRMARisk.org
		- ~~Lorenzo - revised flat images for members due week of 8/26~~
		- ~~Lisa sent link to members flat image, didn’t hear back~~
		- Lorenzo to start building, complete by Oct 6
		- Waiting for Site Map from client
		- Manish’s Calendar is the answer
		- Manish and Laura - member groups and permissions
	+ IPBC
		- ~~Lorenzo - flat images due Sep 5~~
		- Meeting on Sep 18 to discuss internal pages and mobile view, hoping to get approval of everything this week
	+ McGrath NVC -
		- Hopefully GoLive Sep
		- Final bill and monthly hosting to start with Sep billing cycle
		- ~~Marlene training 8/20, will determine if they can do the updates or if we will handle~~
		- ~~GoLive Aug 30-Sep1? - Yes No~~
	+ Hampshire - current design and move content only, contract was sent
		- Still waiting on Mo
		- Contract w/changes sent on 8/12
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
	+ Rutland Twp -
		- Going with MuniDIY
		- Arshad has created the website, Marlene to start moving content 9/17
		- Go Live Sep 28-29 - tentative
	+ theocca.com - Can Lisa pitch? Yes
	+ Cascade Twp
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Rutland Twp content
	+ Maintenance
* Lorenzo’s Priorities
	+ IPBC Flat image
	+ IRMA - build website
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos - not moving, Dimos is creating a new website
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Document how to determine changes to a website after rollback
	+ IRMA Scheduling
	+ IRMA Members
	+ IPBC Members - eventually
* MuniDIY
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ ~~Maybe Rutland Twp? Ecorse?~~
* Ingstron
	+ Muniweb Public
	+ Muniweb Intranet
	+ Muniweb Premium Client Workshop
	+ MuniDIY
	+ WebDIY
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240903

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server - no
	+ Initially backing up to the same server on a daily basis
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, using free version of software, need to use the purchased version. Doug is in process of purchasing the licenses.
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
* Development - Lisa
	+ Bloomfield Twp
		- Waiting on Tax Receipt tool approval?
	+ Broadview, Illinois -
		- Marlene - punch list sent to client, waiting to hear back, Marlene to email and ask how punch list is progressing
		- Marlene to reach out and ask about training -
		- Pushing GoLive until after training; working to get the training on the calendar
		- Maybe GoLive without training? Lisa to call on 9/4
	+ IRMARisk.org
		- Lorenzo - revised flat images for members due week of 8/26
		- Lisa sent link to members flat image, didn’t hear back
		- Lorenzo to start building
		- Manish’s Calendar is the answer
		- Manish and Laura - member groups and permissions
	+ IPBC
		- Lorenzo - flat images due Sep 5
	+ McGrath NVC - Hopefully GoLive Aug-Sep
		- Marlene training 8/20, will determine if they can do the updates or if we will handle
		- GoLive Aug 30-Sep1? - ~~Yes~~ No
	+ Hampshire - current design and move content only, contract was sent
		- Contract w/changes sent on 8/12
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
	+ Rutland Twp - MuniDIY demo scheduled for 8/13
	+ Cascade Twp
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Maintenance
	+ ~~Broadview Training Manual~~
	+ ~~IrisBloom - waiting on Jay’s approval~~
	+ ~~NoviPFBA - waiting on Sheryl’s approval~~
* Lorenzo’s Priorities
	+ ~~Broadview, IL - Tweak Hero section~~
	+ IPBC Flat image
	+ IRMA - build website
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ ~~HOA for cityofnovi.org~~
	+ Document how to determine changes to a website after rollback
	+ IRMA Scheduling
	+ IRMA Members
	+ IPBC Members - eventually
* MuniDIY
	+ ~~MuniDIY Manual - high priority - Lisa~~
	+ Training Videos
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ Maybe Rutland Twp? Ecorse?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

Agenda - 240827

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods\
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
* Development - Lisa
	+ Bloomfield Twp
		- ~~Download form submissions and store in DropBox - Marlene~~
		- Waiting on Tax Receipt tool approval?
	+ Broadview, Illinois -
		- Marlene - punch list sent to client, waiting to hear back, Marlene to email and ask how punch list is progressing
		- Marlene to reach out and ask about training -
		- Tentative GoLive pushed to 9/13
	+ IRMARisk.org
		- Lorenzo - revised flat images for members due week of 8/26
		- Manish’s Calendar is the answer
		- Manish and Laura - member groups and permissions
	+ IPBC
		- Lorenzo - flat images due Sep 5
	+ McGrath NVC - Hopefully GoLive Aug-Sep
		- Marlene training 8/20, will determine if they can do the updates or if we will handle
		- GoLive Aug 30-Sep1? - Yes
	+ Hampshire - current design and move content only, contract was sent
		- Contract w/changes sent on 8/12
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
	+ Manish - create formsRutland Twp - MuniDIY demo scheduled for 8/13
	+ Cascade Twp
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Maintenance
	+ Broadview Training Manual
	+ IrisBloom - waiting on Jay’s approval
	+ NoviPFBA - waiting on Sheryl’s approval
* Lorenzo’s Priorities
	+ Broadview, IL - Tweak Hero section
	+ IRMA Flat image - member section
	+ IPBC Flat image
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ HOA for cityofnovi.org
	+ IRMA Scheduling
	+ IRMA Members
	+ IPBC Members - eventually
* MuniDIY
	+ MuniDIY Manual - high priority - Lisa
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ Maybe Rutland Twp? Ecorse?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240820

* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
		- 8/20 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods\
	+ 8/13 - still testing
	+ 8/20 - database replication is in process, testing on dev server first
* ~~Server Bandwidth - still ok, average is around 50%~~
* ~~SSL Certs - update?~~
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox - Marlene
		- Waiting on Tax Receipt tool approval?
	+ Broadview, Illinois -
		- ~~Internal Site Review - Laura, done~~
		- Marlene - punch list sent to client, waiting to hear back, Marlene to email and ask how punch list is progressing
		- ~~Waiting to schedule training to see how other things work out~~
		- Marlene to reach out and ask about training
	+ IRMARisk.org
		- Lorenzo - flat images for members due on 8/21
		- Manish’s Calendar is the answer
		- Manish and Laura - member groups and permissions
	+ IPBC
		- Lorenzo - flat images due Sep 5
	+ McGrath NVC - Hopefully GoLive Aug-Sep
		- ~~Lisa to call and update the team~~
		- Marlene training 8/20, will determine if they can do the updates or if we will handle
		- GoLive Aug 30-Sep1?
	+ Hampshire - current design and move content only, contract was sent
		- Contract w/changes sent on 8/12
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
	+ Manish - create formsRutland Twp - MuniDIY demo scheduled for 8/13
	+ Cascade Twp
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Maintenance
	+ Broadview Training Manual
	+ IrisBloom - waiting on Jay’s approval
	+ NoviPFBA - waiting on Sheryl’s approval
* Lorenzo’s Priorities
	+ Broadview, IL - Tweak Hero section
	+ IRMA Flat image - member section
	+ IPBC Flat image
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ HOA for cityofnovi.org
	+ IRMA Scheduling
	+ IRMA Members
	+ IPBC Members - eventually
* MuniDIY
	+ MuniDIY Manual - high priority - Lisa
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ Maybe Rutland Twp? Ecorse?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240813

* ~~Farmington~~
	+ ~~Marlene providing some additional client training~~
* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
		- 8/13 - everything ok
* Backing up MuniDIY websites -
	+ Need to replicate on Failover Server
	+ Maybe every other week or monthly? Depends on if we can automate?
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods\
	+ 8/13 - still testing
* ~~Websites down:~~
	+ ~~Fri Jul 13 - Innoac, CascadeTwp.com, Darien, Farmgov went down, Innoac was down for 7 mins~~
	+ ~~Notices that intranet.fhgov.com is down, notices that~~ [~~fhgov.com/home.aspx~~](http://fhgov.com/home.aspx) ~~is down, can we remove?~~
	+ ~~Jul 17 - agcmi.org down for 6 mins, 10:51am~~
	+ ~~Jul 23 - agcmi.org down for 11 mins, 3:31am~~
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox - Marlene
		- Waiting on Tax Receipt tool approval?
	+ Broadview, Illinois -
		- Internal Site Review - Laura
		- Marlene - punch list sent to client, waiting to hear back
		- Waiting to schedule training to see how other things work out
	+ IRMARisk.org
		- Lorenzo - flat images for members due on 8/21
		- Manish’s Calendar is the answer
		- Manish and Laura - member groups and permissions
	+ IPBC
		- Lorenzo - flat images due Sep 5
	+ Rutland Twp - MuniDIY demo scheduled for 8/13
	+ Hampshire - current design and move content only, contract was sent
		- Contract w/changes sent on 8/12
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ Cascade Twp
	+ McGrath NVC - Hopefully GoLive Aug-Sep
		- Lisa to call and update the team
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Maintenance
	+ ~~Broadview Suggested Site Map - complete~~
	+ Broadview Training Manual
	+ IrisBloom - waiting on Jay’s approval
	+ NoviPFBA - waiting on Sheryl’s approval
* Lorenzo’s Priorities
	+ Broadview, IL - Tweak son Hero section
	+ IRMA Flat image
	+ IPBC Flat image
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
	+ IRMA Members
	+ IPBC Members - eventually
* MuniDIY
	+ MuniDIY Manual - high priority - Lisa
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ Maybe Rutland Twp? Ecorse?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240730

* Farmington
	+ Marlene providing some additional client training
* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, still testing
* Websites down:
	+ Fri Jul 13 - Innoac, CascadeTwp.com, Darien, Farmgov went down, Innoac was down for 7 mins
	+ Notices that intranet.fhgov.com is down, notices that [fhgov.com/home.aspx](http://fhgov.com/home.aspx) is down, can we remove?
	+ Jul 17 - agcmi.org down for 6 mins, 10:51am
	+ Jul 23 - agcmi.org down for 11 mins, 3:31am
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Broadview, Illinois - Flat image, Lorenzo is building
		- Laura to send suggested sitemap to client for approval
	+ IRMARisk.org
		- Lorenzo - flat image due Aug 6, preview on Mon Aug 4
		- Manish’s Calendar is the answer
		- Design Kickoff Meeting - 7/10
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
	+ IPBC - Contract went Jul 15
		- Design kickoff on Aug 8
	+ Hampshire - current design and move content only, contract was sent, waiting for signing - Lisa to reach end of Jul - beg of Aug
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ Cascade Twp
	+ Rutland Twp - Lisa to reach out to Dave Yee and demo MuniDIY
	+ McGrath NVC - Hopefully GoLive Aug-Sep
		- Lisa to call and update the team
	+ Plainwell, Michigan - need to reach out
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
* Marlene’s Priorities
	+ Maintenance
	+ Broadview Suggested Site Map - complete
	+ IrisBloom - Marlene to communicate to Lorenzo what still needs to be done
	+ NoviPFBA - waiting to Sheryl’s approval
* Lorenzo’s Priorities
	+ Broadview, IL - Building
	+ IRMA Flat image
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
	+ IPBC Members - eventually
* MuniDIY
	+ MuniDIY Manual - high priority - Lisa
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ Pricing page - Lisa
	+ Maybe Rutland Twp? Ecorse?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Flushing Twp

# Agenda - 240723

* ~~Farmington Hills issue - closed~~
	+ ~~Where to start?~~
	+ ~~Meeting w/Erin and Michelle - show them that everything is the same~~
	+ ~~Arshad - working on getting Kentico version somewhere to do the comparison~~
	+ ~~Marlene - to put all docs where they belong~~
	+ ~~Lorenzo - rebuild indexes~~
	+ ~~Laura - reach out to Michelle and get some specific examples~~
* Farmington
	+ Marlene providing some additional client training
	+ ~~Turned website over to client for review, golive 7/12~~
* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis - are we finding any issues
		- 7/23 - everything ok
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods, still testing
* Websites down:
	+ Fri Jul 13 - Innoac, CascadeTwp.com, Darien, Farmgov went down, Innoac was down for 7 mins
	+ Notices that intranet.fhgov.com is down, notices that [fhgov.com/home.aspx](http://fhgov.com/home.aspx) is down, can we remove?
	+ Jul 17 - agcmi.org down for 6 mins, 10:51am
	+ Jul 23 - agcmi.org down for 11 mins, 3:31am
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Broadview, Illinois - Flat image, Lorenzo is building
		- Laura to send suggested sitemap to client for approval
	+ IRMARisk.org
		- Lorenzo - flat image due Aug 6
		- Manish’s Calendar is the answer
		- Design Kickoff Meeting - 7/10
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
	+ IPBC - Contract went Jul 15
		- Design kickoff on Aug 8
	+ Hampshire - current design and move content only, contract was sent, waiting for signing - Lisa to reach end of Jul - beg of Aug
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ Cascade Twp
	+ Rutland Twp - Lisa to reach out to Dave Yee and demo MuniDIY
	+ McGrath NVC - GoLive Aug 2 or 8
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Pekin, IL
	+ Plainwell, Michigan - need to reach out
* Marlene’s Priorities
	+ Maintenance
	+ Broadview Suggested Site Map - complete
	+ IrisBloom - Marlene to communicate to Lorenzo what still needs to be done
	+ NoviPFBA - waiting to Sheryl’s approval
* Lorenzo’s Priorities
	+ Broadview, IL - Building
	+ IRMA Flat image
	+ MuniDIY - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
	+ ~~Google Search - research for Novi~~
	+ ~~MuniDIY Stripe, etc - do after Arshad and Dave are done~~
* MuniDIY
	+ MuniDIY Manual - high priority - Lisa
	+ EN.xml file, update from Umbraco to MuniDIY - Lorenzo
	+ DNS part
	+ ~~MuniDIY.org is pointing to our server (ping is successful, but browser is not)~~
	+ ~~Need to remove all references to MuniCMS and MuniCMS SelfServe on website~~
	+ ~~Review all emails, login forms, etc to make sure it all says MuniDIY~~
	+ ~~Review Stripe account - change all references to MuniCMS and MuniCMS SelfServe to MuniDIY - Manish~~
	+ Pricing page - Lisa
	+ Lisa to start selling April 1 - Maybe Rutland Twp?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240716

* Farmington Hills issue
	+ Where to start?
	+ Meeting w/Erin and Michelle - show them that everything is the same
	+ Arshad - working on getting Kentico version somewhere to do the comparison
	+ Marlene - to put all docs where they belong
	+ Lorenzo - rebuild indexes
	+ Laura - reach out to Michelle and get some specific examples
* Farmington
	+ Turned website over to client for review, golive 7/12
* Failover Server - Arshad
	+ 7/16 - all sites on failover are updated, Sowmya doing comparison on a weekly basis
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods,
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Broadview, Illinois - Flat image, Lorenzo is building
	+ IRMARisk.org
		- Lorenzo - flat image due Aug 6
		- Manish’s Calendar is the answer
		- Design Kickoff Meeting - 7/10
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
	+ IPBC - Contract went Jul 15
	+ Hampshire - current design and move content only, contract was sent, waiting for signing - Lisa to reach end of Jul - beg of Aug
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ Cascade Twp
	+ Rutland Twp - Lisa to reach out to Dave Yee and demo MuniDIY
	+ McGrath NVC - GoLive Aug 2 or 8
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
* MuniDIY
	+ MuniDIY.org is pointing to our server (ping is successful, but browser is not)
	+ Need to remove all references to MuniCMS and MuniCMS SelfServe on website
	+ Review all emails, login forms, etc to make sure it all says MuniDIY
	+ Review Stripe account - change all references to MuniCMS and MuniCMS SelfServe to MuniDIY - Manish
	+ MuniDIY Manual - high priority
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
* Marlene’s Priorities
	+ Broadview Suggested Site
	+ Maintenance
	+ IrisBloom - Marlene to communicate to Lorenzo what still needs to be done
	+ NoviPFBA - Laura to review
* Lorenzo’s Priorities
	+ Broadview, IL - Building
	+ IRMA Flat image
	+ Municms SelfServe - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
	+ Google Search - research for Novi
	+ MuniDIY Stripe, etc - do after Arshad and Dave are done
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240709

* Farmington Hills issue
	+ Where to start?
	+ Meeting w/Erin and Michelle - show them that everything is the same
	+ Arshad - working on getting Kentico version somewhere to do the comparison
	+ Marlene - to put all docs where they belong
	+ Lorenzo - rebuild indexes
	+ Laura - reach out to Michelle and get some specific examples
* Farmington
	+ Turned website over to client for review, golive 7/12
* Failover Server - Arshad
	+ 7/2 - all failover servers are updated, backups are done
		- All development will be on dev server, all dev sites are on the dev server, will be using published website for live version
	+ 4 servers
	+ If all 4 servers in Southfield go down (power failure, fire, etc) switchover to to failover servers in Midland is automatic
	+ On 6/15, just Prod1B (Umbraco) went down, so failover was NOT automatic
	+ Arshad to document a process for failover/server failure
	+ Update 5/28
		- Svr3 needs a new power supply - get status from Doug. ask Doug/Jay for status
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug, ask Doug/Jay for status
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug, ask Doug/Jay for status
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug, ask Doug/Jay for status
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP UPDATE 6/25 - Dev server is ready
	+ 6/15 Issue - clickatell was not programmed to send a text based on the error notification was not one that was expected
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods,
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Broadview, Illinois - Meeting on 7/10 - Flat image
	+ IRMARisk.org
		- Manish’s Calendar is the answer
		- Design Kickoff Meeting - 7/10
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ Cascade Twp
	+ IPBC
	+ Rutland Twp - Laura to reach out to Dave Yee and demo MuniDIY
	+ McGrath NVC - GoLive Aug 2 or 8
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
* MuniDIY
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ MuniDIY Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ IrisBloom - create on Municms
	+ NoviPFBA - Laura to review
* Lorenzo’s Priorities
	+ ~~Add Userway to noviparksfoundation.org~~
	+ Broadview, IL - flat image
	+ Municms SelfServe - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Flushing Twp

# Agenda - 240702

* Failover Server - Arshad
	+ 7/2 - all failover servers are updated, backups are done
		- All development will be on dev server, all dev sites are on the dev server, will be using published website for live version
	+ 4 servers
	+ If all 4 servers in Southfield go down (power failure, fire, etc) switchover to to failover servers in Midland is automatic
	+ On 6/15, just Prod1B (Umbraco) went down, so failover was NOT automatic
	+ Arshad to document a process for failover/server failure
	+ Update 5/28
		- ~~need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too~~
		- Svr3 needs a new power supply - get status from Doug. ask Doug/Jay for status
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug, ask Doug/Jay for status
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug, ask Doug/Jay for status
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug, ask Doug/Jay for status
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP UPDATE 6/25 - Dev server is ready
	+ 6/15 Issue - clickatell was not programmed to send a text based on the error notification was not one that was expected
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods,
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Farmington
		- Turned website over to client for review, golive 7/6?
	+ Broadview, Illinois - Meeting on 7/10 - Flat image
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
		- Design Kickoff Meeting - 7/10
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
	+ Cascade Twp
	+ IPBC
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ NoviPFBA
* Lorenzo’s Priorities
	+ ~~Add Userway to noviparksfoundation.org~~
	+ Broadview, IL - flat image
	+ Municms SelfServe - in process
	+ Muniweb.com, modern design like municms.org
	+ IrisBloom - create on Municms
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240625

* Failover Server - Arshad
	+ 4 servers
	+ If all 4 servers in Southfield go down (power failure, fire, etc) switchover to to failover servers in Midland is automatic
	+ On 6/15, just Prod1B (Umbraco) went down, so failover was NOT automatic
	+ Arshad to document a process for failover/server failure
	+ Update 5/28
		- need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too
		- Svr3 needs a new power supply - get status from Doug
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP UPDATE 6/25 - Dev server is ready
	+ 6/15 Issue - clickatell was not programmed to send a text based on the error notification was not one that was expected
* Umbraco Synchronization - failing because database is in use, move Umbraco databases to SQL server so we can copy to the failover server, testing this and other methods,
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Farmington
		- Update 5/28 - content input complete, need internal walk-thru, assigned to Lisa
	+ Broadview, Illinois - Design Reveal on 6/20
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
		- 6/19 - Decided to go with Redesign, scheduling a design kickoff meeting for early July
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
* Lorenzo’s Priorities
	+ ~~Add Userway to noviparksfoundation.org~~
	+ Broadview, IL - flat image
	+ Municms SelfServe - in process
	+ NoviPFBA
	+ IrisBloom - create on Municms
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ IRMA Scheduling
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240619

* Failover Server - Arshad
	+ 4 servers
	+ If all 4 servers in Southfield go down (power failure, fire, etc) switchover to to failover servers in Midland is automatic
	+ On 6/15, just Prod1B (Umbraco) went down, so failover was NOT automatic
	+ Arshad to document a process for failover/server failure
	+ Update 5/28
		- need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too
		- Svr3 needs a new power supply - get status from Doug
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ ~~grandriver.fhgov.com - move to Municms~~
		- ~~Lisa - fix News and Events~~
		- ~~Lorenzo - conditional code for Latest News and Upcoming Events modules on homepage~~
		- ~~Laura - when above completed, show to Michelle Aranowski~~
	+ ~~Farmington Hills -~~
		- ~~Intranet groups of users~~
			1. ~~Laura and Manish to review intranet roles~~
		- ~~Google Analytics - Lorenzo~~
		- ~~UserWay - Lorenzo~~
		- ~~DNS - Laura to reach out to FH/Jack Li, Michelle A, Erin K~~
		- ~~12am US / 9:30am India Saturday, 6/1 GoLive~~
		- ~~Laura - make sure all form senders are~~ ~~postmaster@muniweb.com~~~~, captcha, and send attachments box is checked~~
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Farmington
		- Update 5/28 - content input complete, need internal walk-thru, assigned to Lisa
	+ ~~Novi Parks Foundation -~~
		- ~~Need to get PayPal~~
	+ Broadview, Illinois - Design Reveal on 6/20
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
		- 6/19 - Decided to go with Redesign, scheduling a design kickoff meeting for early July
		- Manish, Laura, Lisa to meet July1 to discuss schedule/calendar
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ ~~Broken links for existing sites~~
		- ~~Plainwell~~
		- ~~Stickney~~
		- ~~McGrath~~
		- ~~LERMA - talk to Lance about moving to municms~~
* Lorenzo’s Priorities
	+ Add Userway to noviparksfoundation.org
	+ Broadview, IL - flat image
	+ Municms SelfServe - in process
	+ NoviPFBA
	+ IrisBloom - create on Municms
	+ IrisOak
	+ MyJourneyw/Sumi
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ ~~Donate button for Novi Parks Foundation~~
	+ ~~Novi search working properly - still working on it~~
	+ IRMA Scheduling
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240611

* Failover Server - Arshad
	+ Update 5/28
		- need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too
		- Svr3 needs a new power supply - get status from Doug
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ grandriver.fhgov.com - move to Municms
		- Lisa - fix News and Events
		- Lorenzo - conditional code for Latest News and Upcoming Events modules on homepage
		- Laura - when above completed, show to Michelle Aranowski
	+ Farmington Hills -
		- Intranet groups of users
			1. Laura and Manish to review intranet roles
		- Google Analytics - Lorenzo
		- UserWay - Lorenzo
		- DNS - Laura to reach out to FH/Jack Li, Michelle A, Erin K
		- 12am US / 9:30am India Saturday, 6/1 GoLive
		- Laura - make sure all form senders are postmaster@muniweb.com, captcha, and send attachments box is checked
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Farmington
		- Update 5/28 - content input complete, need internal walk-thru, assigned to Lisa
	+ Novi Parks Foundation -
		- Need to get PayPal
	+ Broadview, Illinois - Design Kickoff on 5/29
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
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	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
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		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
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		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
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			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ Broken links for existing sites
		- Plainwell
		- Stickney
		- McGrath
		- LERMA - talk to Lance about moving to municms
* Lorenzo’s Priorities
	+ Broadview, IL - flat image
	+ Municms SelfServe - in process
	+ SukoonCareLLC
	+ IrisBloom - create on Municms
	+ NoviPFBA
	+ MyJourneyw/Sumi
	+ IrisOak
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Donate button for Novi Parks Foundation
	+ Novi search working properly - still working on it
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240604

* Failover Server - Arshad
	+ Update 5/28
		- need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too
		- Svr3 needs a new power supply - get status from Doug
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ grandriver.fhgov.com - move to Municms
		- Lisa - fix News and Events
		- Lorenzo - conditional code for Latest News and Upcoming Events modules on homepage
		- Laura - when above completed, show to Michelle Aranowski
	+ Farmington Hills -
		- Intranet groups of users
			1. Laura and Manish to review intranet roles
		- Google Analytics - Lorenzo
		- UserWay - Lorenzo
		- DNS - Laura to reach out to FH/Jack Li, Michelle A, Erin K
		- 12am US / 9:30am India Saturday, 6/1 GoLive
		- Laura - make sure all form senders are postmaster@muniweb.com, captcha, and send attachments box is checked
	+ Bloomfield Twp
		- Download form submissions and store in DropBox
	+ Farmington
		- ~~ready for content - farmingtondev.muniweb.com~~
		- ~~Set up search after some content has been added; whole site, A&M, Forms - Manish~~
		- ~~Adding Agendas and Minutes - Manish~~
		- Update 5/28 - content input complete, need internal walk-thru, assigned to Lisa
	+ Novi Parks Foundation -
		- Need to get PayPal
	+ Broadview, Illinois - Design Kickoff on 5/29
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Hampshire - current design and move content only, contract was sent, waiting for signing
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ Broken links for existing sites
		- Plainwell
		- Stickney
		- McGrath
		- LERMA - talk to Lance about moving to municms
* Lorenzo’s Priorities
	+ Broadview, IL - flat image
	+ ~~Novi Parks Foundation~~
		- ~~Greens, browns, blues - nature colors~~
		- ~~Same design but brighter colors~~
	+ ~~Farmington Hills homepage flat image - sent, waiting to hear back~~
		- ~~Add What’s Trending (Slideshow) widget (export from Novi)~~
		- ~~5/28 - Still waiting hear back, Lisa to reach out~~
	+ ~~Farmington Hills - Intranet layout, header, footer, search~~
		- ~~Roles and users - Laura and Manish~~
		- ~~WalkThru - Laura~~
	+ Farmington
		- ~~Business Directory~~
		- ~~Available Buildings and Sites - put the module in (Commerce Twp version)~~
	+ Municms SelfServe - in process
	+ ~~Bloomfield Twp~~
	+ SukoonCareLLC
	+ IrisBloom - create on Municms
	+ NoviPFBA
	+ MyJourneyw/Sumi
	+ IrisOak
	+ westlansing.ca - Laura to reach out to Dimos
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ ~~GrandRiverCorridor~~
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ ~~Farmington Hills Intranet - login page, members, waiting on info from Laura~~
	+ Novi search working properly - still working on it
	+ ~~Bloomfield Twp - Do Not Knock, re-import the records - May 15~~
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240528

* Failover Server - Arshad
	+ Update 5/28
		- need public IP configuration - Doug is doing, will become our Umbraco dev server, working Dave Sovereen, too
		- Svr3 needs a new power supply - get status from Doug
		- Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue - need a date from Doug
		- Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server - Doug
		- Munidata has a bad hard drive. - Kentico data server, when will this happen - Doug
		- ~~Failover umbraco server updated yesterday and all sites are up to date, weekly update - no issues 2nd week in a row~~
		- ~~Have to run SSL Cert renewal for backup sites, will happen this coming week, will happen regularly, will be doing this Sunday at midnight~~
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - Farmington is on ~~dev~~ prod but not working because needs public IP, waiting on Doug for public IP
	+ ~~Update 5/8/24 - nothing new~~
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ grandriver.fhgov.com - move to Municms
		- Lisa - fix News and Events
		- Lorenzo - conditional code for Latest News and Upcoming Events modules on homepage
		- Laura - when above completed, show to Michelle Aranowski
	+ ~~Highland Park -~~
		- ~~GoLive discussion, what needs to happen and date~~
			1. ~~GoLive was May 13~~
			2. ~~We have control over DNS~~
			3. ~~Manish to apply SSL Cert~~
			4. ~~Google Analytics - coming~~
	+ Farmington Hills -
		- Intranet groups of users
			1. Laura and Manish to review intranet roles
		- Google Analytics - Lorenzo
		- UserWay - Lorenzo
		- DNS - Laura to reach out to FH/Jack Li, Michelle A, Erin K
		- 12am US / 9:30am India Saturday, 6/1 GoLive
		- Laura - make sure all form senders are postmaster@muniweb.com, captcha, and send attachments box is checked
	+ Bloomfield Twp
		- ~~Backfill do not knock - due May 15~~
		- Download form submissions and store in DropBox
		- ~~Golive May 17~~
		- ~~Google Analytics~~
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes - Manish
		- Update 5/28 - content input complete, need internal walk-thru, assigned to Lisa
	+ Novi Parks Foundation -
		- Meeting with them on 5/29 for homepage design approval
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Broadview, Illinois - Design Kickoff on 5/29
	+ Hampshire - current design and move content only
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Manish’s Calendar is the answer
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Marlene’s Priorities
	+ Broken links for existing sites
		- Plainwell
		- Stickney
		- McGrath
		- LERMA - talk to Lance about moving to municms
* Lorenzo’s Priorities
	+ Broadview, IL - flat image
	+ Novi Parks Foundation
		- Greens, browns, blues - nature colors
		- Same design but brighter colors
	+ Farmington Hills homepage flat image - sent, waiting to hear back
		- Add What’s Trending (Slideshow) widget (export from Novi)
		- 5/28 - Still waiting hear back, Lisa to reach out
	+ Farmington Hills - Intranet layout, header, footer, search
		- Roles and users - Laura and Manish
		- WalkThru - Laura
	+ Farmington
		- ~~Business Directory~~
		- ~~Available Buildings and Sites - put the module in (Commerce Twp version)~~
	+ Municms SelfServe - in process
	+ Bloomfield Twp
	+ SukoonCareLLC
	+ IrisBloom - create on Municms
	+ NoviPFBA
	+ MyJourneyw/Sumi
	+ IrisOak
	+ westlansing.ca
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ GrandRiverCorridor
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Farmington Hills Intranet - login page, members, waiting on info from Laura
	+ Novi search working properly - still working on it
	+ ~~Bloomfield Twp - Do Not Knock, re-import the records - May 15~~
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Flushing Twp

#

# Agenda - 240514

* Failover Server - Arshad
	+ Update 4/30
		- 1. Srv3 (.242) is finally upgraded to 2022! - copied farmdev, need public IP configuration - Doug is doing, will become our Umbraco dev server
		- 2. Svr3 needs a new power supply
		- 3. Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue
		- 4. Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server
		- 5. Munidata has a bad hard drive. - Kinetico data server, when will this happen
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update - no issues 2nd week in a row
		- Have to run SSL Cert renewal for backup sites, will happen this coming week, will happen regularly, will be doing this Sunday at midnight
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Farmington is on dev but not working because needs public IP
	+ Update 5/8/24 - nothing new
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
	+ ~~Farmgov.com, Muniweb.com, BloomfieldTwp.org because unsecure, why weren’t they auto-renewed? - Lisa to update client list on intranet, Manish to check all SSL Certs on all websites~~
* Development - Lisa
	+ grandriver.fhgov.com - move to Municms
		- Use municms template
		- Create a new website ASAP - Laura
			1. When complete have Manish turn Municms back to Live mode
		- Website created, Lisa to take care of content
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive was May 13
			2. We have control over DNS
			3. Manish to apply SSL Cert
			4. Google Analytics - coming
	+ Farmington Hills -
		- Marlene is entering content - finish May 5 (?) - finished
		- Lisa to do internal review - check progress on May 7
		- Move only
		- Forms - Manish
			1. Script for all Meeting docs, Laura to create overview pages and create a ticket for Manish
		- Acuity for passports - Laura
		- Intranet groups of users
		- Google Analytics
	+ Bloomfield Twp
		- Backfill do not knock - due May 15
		- Download form submissions and store in DropBox
		- Golive May 17
		- Google Analytics
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- ~~Need Site Map approval~~
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes - Manish
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward, waiting to hear - Approved
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte - Lisa calling today
	+ Broadview, Illinois - new client, waiting for signed contract
	+ Hampshire - current design and move content only
		- MyHampshire app affects the calendar
		- Acuity - no
		- Manish to move meeting docs
		- Manish - create forms
	+ IRMARisk.org
		- Is Acuity the answer?
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Novi Parks Foundation
		- Greens, browns, blues - nature colors
		- Same design but brighter colors
	+ Farmington Hills homepage flat image - sent, waiting to hear back
		- Add What’s Trending (Slideshow) widget (export from Novi)
	+ Farmington Hills - Intranet layout, header, footer, search
		- Roles and users - Laura and Manish
		- WalkThru - Laura
	+ Farmington
		- Business Directory
		- Available Buildings and Sites - put the module in (Commerce Twp version)
	+ Municms SelfServe - in process
	+ Bloomfield Twp
	+ ~~Highland Park~~
	+ SukoonCareLLC
	+ IrisBloom - create on Municms
	+ NoviPFBA
	+ MyJourneyw/Sumi
	+ IrisOak
	+ westlansing.ca
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ GrandRiverCorridor
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Novi search working properly - still working on it
	+ Farmington Hills Intranet - login page, members, waiting on info from Laura
	+ Bloomfield Twp - Do Not Knock, re-import the records - May 15
* Image Copyright infringement - send a notification to all of our clients that are doing their own maintenance, Laura to draft, Lisa to proof
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Flushing Twp

#

# Agenda - 240508

* Failover Server - Arshad
	+ Update 4/30
		- 1. Srv3 (.242) is finally upgraded to 2022! - copied farmdev, need public IP configuration - Doug is doing, will become our Umbraco dev server
		- 2. Svr3 needs a new power supply
		- 3. Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue
		- 4. Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server
		- 5. Munidata has a bad hard drive. - Kinetico data server, when will this happen
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update - no issues 2nd week in a row
		- Have to run SSL Cert renewal for backup sites, will happen this coming week, will happen regularly, will be doing this Sunday at midnight
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Farmington is on dev but not working because needs public IP
	+ Update 5/8/24 - nothing new
* Server Bandwidth - still ok, average is around 50%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
	+ Farmgov.com, Muniweb.com, BloomfieldTwp.org because unsecure, why weren’t they auto-renewed? - Lisa to update client list on intranet, Manish to check all SSL Certs on all websites
* Development - Lisa
	+ grandriver.fhgov.com - move to Municms
		- Use municms template
		- Create a new website ASAP - Laura
			1. When complete have Manish turn Municms back to Live mode
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive is Sat May 18
			2. We have control over DNS
			3. Manish to apply SSL Cert
			4. Google Analytics
	+ Farmington Hills -
		- Marlene is entering content - finish May 5 (?) - finished
		- Lisa to do internal review - check progress on May 7
		- Move only
		- Forms - Manish
			1. Script for all Meeting docs, Laura to create overview pages and create a ticket for Manish
		- Acuity for passports - Laura
		- Intranet groups of users
		- Google Analytics
	+ Bloomfield Twp
		- Backfill do not knock - due May 15
		- Download form submissions and store in DropBox
		- Golive May 17
		- Google Analytics
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes - Manish
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward, waiting to hear - Approved
	+ McGrath NVC
		- Lisa to call and update the team
	+ Wyandotte
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Novi Parks Foundation
		- Greens, browns, blues - nature colors
		- Same design but brighter colors
	+ Farmington Hills homepage flat image
	+ Farmington Hills - Intranet layout, header, footer, search
	+ Farmington - needs content to do search, search is all set, need to do a little testing - Laura to test search, general, meeting docs, forms
	+ Municms SelfServe - in process
	+ Bloomfield Twp
	+ Highland Park
	+ SukoonCareLLC
	+ IrisBloom - create on Municms
	+ NoviPFBA
	+ MyJourneyw/Sumi
	+ IrisOak
	+ westlansing.ca
	+ michigancorps.org
	+ Innoac
	+ Ingstron
	+ Assentiel
	+ KanirBhatia
	+ GrandRiverCorridor
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Novi search working properly
	+ Farmington Hills Intranet - login page, members
	+ ~~MuniCMS SelfServe - need a demo site that is not charged~~
	+ ~~Farmington - Agendas and Minutes~~
	+ Bloomfield Twp - Do Not Knock, re-import the records - May 15
* ~~ADA Compliance~~
	+ ~~App - don’t have any tools, but our mobile app team is following guidelines~~
		- [~~https://www.accessibilitychecker.org/blog/mobile-apps-ada-compliance/~~](https://www.accessibilitychecker.org/blog/mobile-apps-ada-compliance/)
	+ [~~https://achecks.org/achecker~~](https://achecks.org/achecker) ~~- run each webpage thru as we update~~
	+ ~~Create a ticket for Lorenzo to fix menu toggle issue - Laura~~
* Image Copyright infringement - send a notification to all of our clients that are doing their own maintenance, Laura to draft, Lisa to proof
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp

# Flushing Twp

#

# Agenda - 240430

* Failover Server - Arshad
	+ Update 4/30
		- 1. Srv3 (.242) is finally upgraded to 2022! - copied farmdev, need public IP configuration - Doug is doing, will become our Umbraco dev server
		- 2. Svr3 needs a new power supply
		- 3. Production server has a bad hard drive. I have one on order. When it comes in, i will schedule a time we can power it down. - Prod1 Kentico server, not a big issue
		- 4. Svr1 had a bad hard drive, but also has a dying motherboard. It will only allow me to install 1/2 the RAM memory in it and boot it. - not a website server
		- 5. Munidata has a bad hard drive. - Kinetico data server, when will this happen
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update - no issues 2nd week in a row
		- Have to run SSL Cert renewal for backup sites, will happen this coming week, will happen regularly, will be doing this Sunday at midnight
		- Arshad and Manish’s tool is working, testing is successful - will put in place to run automatically when dev server (Srv3) is up
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Farmington is on dev but not working because needs public IP
	+ ~~Umbraco sync - no answer from Doug~~
		- ~~Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week~~
		- ~~UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,~~
		- ~~Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.~~
		- ~~When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week~~
		- ~~Usync - does not have automatic feature, need to backup manually~~
	+ ~~Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear~~
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive is Sat May 18
			2. We have control over DNS
			3. Manish to apply SSL Cert
			4. Google Analytics
	+ Farmington Hills -
		- Marlene is entering content - finish May 5 (?) - finished
		- Lisa to do internal review - check progress on May 7
		- Move only
		- Forms - Manish
			1. Script for all Meeting docs, Laura to create overview pages and create a ticket for Manish
		- ~~Review for any programming -~~ [~~https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements~~](https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements)
			1. ~~Notify Lorenzo when complete for style~~
		- Acuity for passports - Laura
	+ Bloomfield Twp
		- Backfill do not knock - due May 15
		- Download form submissions and store in DropBox
		- Golive May 17
		- Google Analytics
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes - Manish
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward, waiting to hear - Approved
	+ McGrath NVC
		- Lisa to call and update the team
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- Dashboard - Muniweb 1099 for download
		- How to create a demo site without going through the payment process
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Novi Parks Foundation
		- Greens, browns, blues - nature colors
		- Same design but brighter colors
	+ Farmington Hills - meeting docs for secondary committees, overview pages, yearly navigation
	+ Farmington - needs content to do search, search is all set, need to do a little testing
	+ Municms SelfServe - in process
	+ Bloomfield Twp
	+ Highland Park
	+ SukoonCareLLC
	+ IrisBloom
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ MuniCMS SelfServe - need a demo site that is not charged
	+ Farmington - Agendas and Minutes
	+ Bloomfield Twp - Do Not Knock, re-import the records - May 17
* ADA Compliance
	+ App - don’t have any tools, but our mobile app team is following guidelines
		- <https://www.accessibilitychecker.org/blog/mobile-apps-ada-compliance/>
	+ <https://achecks.org/achecker> - run each webpage thru as we update
	+ Create a ticket for Lorenzo to fix menu toggle issue - Laura
* Image Copyright infringement - send a notification to all of our clients that are doing their own maintenance, Laura to draft, Lisa to proof
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240423

* Failover Server - Arshad
	+ Update 4/23
		- Doug has to update the dev server
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update
		- Have to run SSL Cert renewal for backup sites, will happen this coming week
		- Arshad and Manish’s tool is working, testing is successful
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Apr 25 to have Farmington on the dev server
		- Muniweb Intranet has moved from dev to prod1
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
		- When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week
		- Usync - does not have automatic feature, need to backup manually
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive is Sat May 18
			2. We have control over DNS
			3. Manish to apply SSL Cert
			4. Google Analytics
	+ Farmington Hills -
		- Marlene is entering content - finish May 5 (?)
		- Move only
		- Forms - Manish
			1. ~~Laura to List forms and create a ticket for Manish~~
			2. Script for all Meeting docs, Laura to create overview pages and create a ticket for Manish
		- Review for any programming - <https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements>
			1. Notify Lorenzo when complete for style
		- Acuity for passports
	+ Bloomfield Twp
		- ~~Content complete, Marlene is reviewing services~~
		- ~~Check Quicklinks~~
		- Backfill do not knock
		- Download form submissions and store in DropBox
		- ~~Training scheduled for Wed Apr 17~~
		- Golive May 17
		- Google Analytics
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes - Manish
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward, waiting to hear
	+ McGrath NVC
		- Lisa to call and update the team
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee - $400
		- Monthly hosting of $75+
		- ~~Verbiage changes~~
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Meta tags in Municms.org
	+ Pricing page? - Lorenzo and LIsa
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
	+ Novi Parks Foundation
	+ Farmington - needs content to do search, search is all set, need to do a little testing
	+ Farmington Hills
	+ Bloomfield Twp
	+ Highland Park
	+ SukoonCareLLC
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ MuniCMS SelfServe - update Stripe page to be live and charge $75
	+ Farmington Hills - Agendas and Minutes
	+ Farmington - Agendas and Minutes
	+ Bloomfield Twp - Do Not Knock, re-import the records - May 17
* ~~Lazy Load - Manish to research, already using in Umbraco~~
	+ ~~What is it? - script that loads images and iframes, already included in our websites
	Loading = lazy~~
	+ ~~Does it cost?~~
* ADA Compliance
	+ App - don’t have any tools, but our mobile app team is following guidelines
		- <https://www.accessibilitychecker.org/blog/mobile-apps-ada-compliance/>
	+ <https://achecks.org/achecker> - run each webpage thru as we update
	+ Create a ticket for Lorenzo to fix menu toggle issue - Laura
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240416

* Failover Server - Arshad
	+ Update 4/9
		- Doug has to update the dev server
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update
		- Have to run SSL Cert renewal for backup sites, will happen this coming week
		- Arshad and Manish’s tool is working, testing is successful
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Apr 16 to have Farmington on the dev server
		- Muniweb Intranet has moved from dev to prod1
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
		- When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week
		- Usync - does not have automatic feature, need to backup manually
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive is Sat May 11 or Sat May 18
			2. We have control over DNS
			3. Manish to apply SSL Cert
	+ Farmington Hills -
		- Marlene is entering content - finish May 5 (?)
		- Move only
		- Forms - Manish
			1. Laura to List forms and create a ticket for Manish
		- Review for any programming - <https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements>
			1. Notify Lorenzo when complete for style
		- Acuity for passports
	+ Bloomfield Twp
		- Content complete, Marlene is reviewing services
		- Check Quicklinks
		- Backfill do not knock
		- Download form submissions and store in DropBox
		- Training scheduled for Wed Apr 17
		- Tentative golive Apr 27, Marlene to decide
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward
	+ McGrath NVC
		- Lisa to call and update the team
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
	+ Novi Parks Foundation
	+ Farmington - needs content to do search, search is all set, need to do a little testing
	+ Farmington Hills
	+ Bloomfield Twp
	+ Highland Park - ~~images for homepage slideshow and interior pages~~
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Farmington Hills - <https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements>
	+ Forms for Farmington Hills
	+ MuniCMS SelfServe - cancellation of subscription
	+ Bloomfield Twp - Do Not Knock, re-import the records - week of April 22
* Lazy Load - Manish to research, already using in Umbraco
	+ What is it? - script that loads images and iframes, already included in our websites
	Loading = lazy
	+ Does it cost?
* Is it worth it to our websites?Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240409

* Failover Server - Arshad
	+ Update 4/9
		- Doug has to update the dev server
		- Failover umbraco server updated yesterday and all sites are up to date, weekly update
		- Have to run SSL Cert renewal for backup sites, will happen this coming week
		- Arshad and Manish’s tool is working, testing is successful
		- Once the dev server is ready, all dev sites will be moved to dev server (from prod server) - target is Tuesday, Apr 16 to have Farmington on the dev server
		- Muniweb Intranet has moved from dev to prod1
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
		- When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week
		- Usync - does not have automatic feature, need to backup manually
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - Yes, Laura to address w/Jay May 1
* Development - Lisa
	+ Highland Park -
		- GoLive discussion, what needs to happen and date
			1. GoLive is Fri Apr 19-Sun Apr 21
			2. Marlene to reach out Monday Apr 15, see how everything is and confirm the Apr 19 GoLive Date
			3. We have control over DNS
			4. Manish to apply SSL Cert
		- ~~Training Manual Review - Lisa? Use for self-serve, too?~~
		- ~~Marlene reaching out to LaKisha - schedule training, scheduled April 3~~
	+ Farmington Hills -
		- Marlene is entering content
		- Move only
		- ~~Notify FH dual updates start April 1 - Laura done~~
		- Forms - Manish
		- Review for any programming - <https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements>
		- Acuity for passports
	+ Bloomfield Twp
		- Content complete, Marlene is reviewing services
		- Check Quicklinks
		- Backfill do not knock
		- Download form submissions and store in DropBox
		- Training scheduled for Wed Apr 17
		- Tentative golive Apr 27, Marlene to decide
	+ ~~eWeb - golive will be Mar 30-31~~
		- ~~Make sure we keep a copy of the Kentico version~~
		- ~~Test Novi app - will have to happen with GoLive~~
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes
	+ Novi Parks Foundation -
		- Doing a homepage redesign
		- Waiting on their 4/11 meeting for approval to go forward
	+ McGrath NVC
		- Lisa to call and update the team
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
		- ~~Agenda/Packet/Minutes field order, backend~~
	+ Novi Parks Foundation
	+ Farmington - needs content to do search, search is all set, need to do a little testing
	+ Farmington Hills
	+ Bloomfield Twp
	+ Highland Park - ~~images for homepage slideshow and interior pages~~
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ MuniCMS SelfServe - cancellation of subscription
	+ ~~MuniCMS SelfServe - credit card managing~~
	+ ~~eWeb Launch~~
		- ~~members, overwrite member list, March 29, 2024~~
	+ ~~SSL Certs for Municms SelfServe websites, how to handle? - Manish to research~~
		- ~~Using Wildcard Cert~~
		- ~~Arshad and Manish to discuss, update the team on 2/27~~
		- ~~Two possibilities~~
			1. ~~Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic~~
			2. ~~Purchase one wildcard SSL Cert for Muniwix - need to check pricing~~
			3. ~~Laura to price out 1-yr and 2-yr SSL Cert~~
			4. ~~Muniwix websites live on Municms.org.~~
				* ~~Abc.municms.org, ex~~
	+ Farmington Hills - https://fhgov.com/government-business/current-programs-initiatives/local-road-improvements
	+ Bloomfield Twp - Do Not Knock, re-import the records - week of April 22
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp
* GoLive for eWeb - Sat 3/30 3am US / 8am Italy / 1:30pm IST
	+ ~~3/28 10pm US - dump all users from eWeb, .csv/Excel - Laura~~
	+ ~~3/28 10:30pm US / 3/29 9am IST - Import users into uewebdev and test - Manish/Laura~~
	+ ~~3/25 - 3/29 - Inside Scoop Graphics - Laura before GoLive~~
	+ ~~Poll - done~~
	+ ~~Novigram - Lorenzo/Manish, test before GoLive~~
	+ ~~What’s New - Marlene before GoLive~~
	+ ~~Google Analytics - Lorenzo after GoLive~~
	+ ~~Test forms~~
	+ ~~Do a sample dump of all users to see (and report to Novi) members that do not have email addresses - Laura~~
	+ ~~SSL Cert - Manish~~
	+ ~~Access to DNS contact Rob Petty and coordinate GoLive with his team - email sent~~
	+ Dump form submissions and store in dropbox
* Lazy Load - Manish to research
	+ What is it?
	+ Does it cost?
	+ Is it worth it to our websites?

# Agenda - 240402

* Failover Server - Arshad
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
		- When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week
		- Usync - does not have automatic feature, need to backup manually
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - maybe use for municms SelfServe sites
		- Laura to purchase, let Arshad know when purchased - we have \*.muniweb.com wildcard cert paid until July 2024, can we use for \*municms.org, url has to match, can't use \*.muniweb.com
		- Arshad to make sure the \*.muniweb.com wildcard cert DOES NOT renew
* Development - Lisa
	+ Highland Park - needs internal review
		- Training Manual Review - Lisa? Use for self-serve, too?
		- Marlene reaching out to LaKisha - schedule training, scheduled April 3
	+ Farmington Hills -
		- Ready for content
		- Move only
		- Notify FH dual updates start April 1 - Laura done
		- Forms - Manish
		- Review for any programming - Laura
	+ Bloomfield Twp
		- Content complete, Marlene is reviewing services
		- Check Quicklinks
		- Backfill do not knock
		- Download form submissions and store in DropBox
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms - Manish
		- Adding Agendas and Minutes
	+ Novi Parks Foundation - Novi to look at MuniCMS version and work with us to get PayPal Donate stuff working
	+ McGrath NVC - got a little bit of content
		- 3/26 - getting lots of content this week
* Municms SelfServe
	+ Manish - changes to Stripe payment page, still working
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Lisa to start selling April 1
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- Manish to research and provide examples
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
			4. When the user hits the cancel button, trigger an email to
		- Change/Update credit card - Manish to research and provide examples
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
		- ~~Agenda/Packet/Minutes field order, backend~~
	+ Farmington - needs content to do search
	+ Novi Parks Foundation
	+ Farmington Hills
	+ Highland Park - ~~images for homepage slideshow and interior pages~~
	+ Bloomfield Twp
	+ Moving Muniweb to Umbraco - Municms SelfServe - hold
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ MuniCMS SelfServe - cancellation of subscription
	+ MuniCMS SelfServe - credit card managing
	+ eWeb Launch
		- members, overwrite member list, March 29, 2024
	+ SSL Certs for Municms SelfServe websites, how to handle? - Manish to research
		- Using Wildcard Cert
		- Arshad and Manish to discuss, update the team on 2/27
		- Two possibilities
			1. Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic
			2. Purchase one wildcard SSL Cert for Muniwix - need to check pricing
			3. Laura to price out 1-yr and 2-yr SSL Cert
			4. Muniwix websites live on Municms.org.
				* Abc.municms.org, ex
	+ Farmington Hills
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 4/1
	+ ~~Upgrade Websites~~
		- ~~Order of upgrade:~~
			1. ~~JoinNoviPD - done~~
			2. ~~Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done~~
			3. ~~InvestNovi - Jan 14 - done~~
			4. ~~eWebdev - done~~
			5. ~~Clyde Twp - Feb 4 - done~~
			6. ~~Flushing Twp - done~~
			7. ~~FarmLib - done~~
			8. ~~Commerce Twp - done~~
			9. ~~Novi - done~~
			10. ~~Novi Library - done~~
			11. ~~Municms.org - March 17, templates are done~~
			12. ~~Demo - done~~
		- ~~Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy~~
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp
* GoLive for eWeb - Sat 3/30 3am US / 8am Italy / 1:30pm IST
	+ 3/28 10pm US - dump all users from eWeb, .csv/Excel - Laura
	+ 3/28 10:30pm US / 3/29 9am IST - Import users into uewebdev and test - Manish/Laura
	+ 3/25 - 3/29 - Inside Scoop Graphics - Laura before GoLive
	+ Poll - done
	+ Novigram - Lorenzo/Manish, test before GoLive
	+ What’s New - Marlene before GoLive
	+ Google Analytics - Lorenzo after GoLive
	+ Test forms
	+ Do a sample dump of all users to see (and report to Novi) members that do not have email addresses - Laura
	+ SSL Cert - Manish
	+ Access to DNS contact Rob Petty and coordinate GoLive with his team - email sent
	+ Dump form submissions and store in dropbox

# Agenda - 240318

* Failover Server - Arshad
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other,
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
		- When Doug fixes the server, hopefully today, testing will continue this evening. Arshad to update the team next week
		- Usync - does not have automatic feature, need to backup manually
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok?, this past week went 70%, average is around 40%
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - maybe use for municms SelfServe sites
		- Laura to purchase, let Arshad know when purchased - we have \*.muniweb.com wildcard cert paid until July 2024, can we use for \*municms.org, url has to match, can't use \*.muniweb.com
		- Arshad to make sure the \*.muniweb.com wildcard cert DOES NOT renew
* Laura and Arshad to renew Apple App developer account
* Development - Lisa
	+ Highland Park - needs internal review
		- ~~Resources pages - layout needs to be improved - Laura~~
		- ~~Assessing - section is live in prod site; Marlene mirrored in dev site~~
		- Training Manual Review - Lisa? Use for self-serve, too?
		- Marlene reaching out to LaKisha - schedule training
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms
		- Adding Agendas and Minutes
	+ Bloomfield Twp - moving content Living in Bloomfield first, Services last
		- Working on Fire Department
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ Novi Parks Foundation - Novi to look at MuniCMS version and work with us to get PayPal Donate stuff working
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills -
		- Are going with conversion (same design, moving content as-is to new site)
			1. Still in build mode
		- Includes intranet as a password protected pages in city site
		- https://grandriver.fhgov.com/ - Muniwix
		- Build is happening
		- Build is complete - ported to fhgovdev.muniweb.com - ready for content
			1. move meeting docs
			2. need to let them know timing for dual updates
	+ ~~Proposal sent to Hampshire~~
	+ ~~Darien - switched to MuniCMS texting~~
	+ ~~Cascade Twp - Lisa to reach out in two weeks~~
* Municms SelfServe
	+ Blue ribbon that comes up saying an update is available for download, can that be hidden? - self serve shouldn't see, only visible to administrators
	+ ~~slideshow for homepage - Lisa/Lorenzo~~
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Live Date - March 19, 2024
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $450 for all subdomains
		- Until we get the wildcard cert in place, Manish can manually add free SSL Cert
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
		- Municms SelfServe Template - updated on GitHub, need to replace folder on server - done
	+ Farmington Hills
	+ Farmington
	+ Highland Park
	+ Bloomfield Twp
	+ Novi Parks Foundation - golive end of Feb
	+ Moving Muniweb to Umbraco - Municms SelfServe
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Municms SelfServe websites, how to handle? - Manish to research
		- Using Wildcard Cert
		- Arshad and Manish to discuss, update the team on 2/27
		- Two possibilities
			1. Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic
			2. Purchase one wildcard SSL Cert for Muniwix - need to check pricing
			3. Laura to price out 1-yr and 2-yr SSL Cert
			4. Muniwix websites live on Municms.org.
				* Abc.municms.org, ex
	+ MuniCMS SelfServe - cancellation of subscription
	+ Farmington Hills
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 4/1
	+ eWeb - members, overwrite member list, March 29, 2024
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - done
			8. Commerce Twp - done
			9. Novi - done
			10. Novi Library - done
			11. Municms.org - March 17, templates are done
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

#

# Agenda - 240312

* Failover Server - Arshad
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other
		- Testing on 3/10, working well, issue copying with the database, all the files are getting copied. Database is the content on the page, it's always in use that's why we have an issue copying. All the dev will happen on the dev server and publishing in to the prod server. Copy data from live server to failover server. Arshad to see if he can clean the server to help.
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
* Server Bandwidth - still ok? Yes
* SSL Certs - update?
	+ Wildcard muniweb ssl cert, do we need this? - maybe use for municms SelfServe sites
		- Laura to purchase, let Arshad know when purchased
* Development - Lisa
	+ Highland Park - needs internal review
		- Resources pages - layout needs to be improved - Laura
		- Assessing - section is live in prod site; Marlene mirrored in dev site
		- Training Manual Review - Lisa? Use for self-serve, too?
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms
		- Adding Agendas and Minutes
	+ Bloomfield Twp - moving content Living in Bloomfield first, Services last
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ Novi Parks Foundation - Novi to look at MuniCMS version and work with us to get PayPal Donate stuff working
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills -
		- Are going with conversion (same design, moving content as-is to new site)
			1. Still in build mode
		- Includes intranet as a password protected pages in city site
		- https://grandriver.fhgov.com/ - Muniwix
		- Build is happening
	+ Proposal sent to Hampshire
	+ ~~Darien - switched to MuniCMS texting~~
	+ ~~Cascade Twp - Lisa to reach out in two weeks~~
* Municms SelfServe
	+ Blue ribbon that comes up saying an update is available for download, can that be hidden?
	+ slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Live Date - March 19, 2024
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $350 for all subdomains
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
		- Development will be done on \*.municms.org, when they are ready to go live, they will contact us and we will make the change on our end
	+ Delete the website - what is the process
		- If the website is built and the subscription is cancelled, how to handle? Lisa and Laura to determine a process and then present to Arshad and Manish to make sure it will work.
			1. Client cancels subscription
			2. Immediately - their website is inaccessible
			3. At the first of the month - all cancelled websites are deleted (manual process?)
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
		- Municms SelfServe Template - updated on GitHub, need to replace folder on server - done
	+ Farmington Hills
	+ Farmington
	+ Highland Park
	+ Bloomfield Twp
	+ Novi Parks Foundation - golive end of Feb
	+ Moving Muniweb to Umbraco - Municms SelfServe
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Municms SelfServe websites, how to handle? - Manish to research
		- Using Wildcard Cert
		- Arshad and Manish to discuss, update the team on 2/27
		- Two possibilities
			1. Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic
			2. Purchase one wildcard SSL Cert for Muniwix - need to check pricing
			3. Laura to price out 1-yr and 2-yr SSL Cert
			4. Muniwix websites live on Municms.org.
				* Abc.municms.org, ex
	+ MuniCMS SelfServe - cancellation of subscription
	+ Farmington Hills
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 4/1
	+ eWeb - members, overwrite member list, March 29, 2024
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - done
			8. Commerce Twp - done
			9. Novi - done
			10. Novi Library - Mar 10
			11. Municms.org - March 17, templates are done
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240305

* Failover Server - Arshad
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- UPDATE - Manish and Arshad created a sample tool that is working on Manish’s machine. Will be testing on server in the next few weeks, copying files from one server to the other
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help - still waiting to hear
	+ ~~Upgrade dev server to 2022 - Doug is testing~~
		- ~~This server will be development server for Umbraco~~
		- ~~Should be ready soon - ready for development!~~
		- ~~Websites will be built on Lorenzo’s machine using templates on GitHub. When the site is built, it will be moved to dev server where content will be added. After review and training, site will be moved to production server for GoLive~~
		- ~~Find another way to do publishing, publish directly into live server to make prod and dev synchronized?~~
		- ~~Lorenzo, Manish and Arshad to meet and formulate a plan~~
* Server Bandwidth - still ok? Yes
* SSL Certs - update?
	+ ~~Shop.lermainc.org - remove, they’re using snipcart (?) - Arshad to remove~~
	+ Wildcard muniweb ssl cert, do we need this? - maybe use for muniwix sites
		- Laura to check pricing
* Development - Lisa
	+ Highland Park - needs internal review - Lisa
		- Assessing - follow up with Robin
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms
		- Adding Agendas and Minutes
	+ Bloomfield Twp - moving content Living in Bloomfield first, Services last
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ Novi Parks Foundation - Novi to look at MuniCMS version and work with us to get PayPal Donate stuff working
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills -
		- Are going with conversion (same design, moving content as-is to new site)
		- Includes intranet as a password protected pages in city site
		- https://grandriver.fhgov.com/ - Muniwix
		- Build is happening
	+ Proposal sent to Hampshire
	+ ~~Darien - switched to MuniCMS texting~~
	+ ~~Cascade Twp - Lisa to reach out in two weeks~~
* Municms SelfServe
	+ slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Municms SelfServe Manual - high priority
	+ Live Date - March 1, 2024
	+ Applying SSL Certs -
		- Use a wildcard cert for \*.municms.org
		- Approx $350 for all subdomains
	+ What is the process if they have their own domain name?
		- Customer needs to change their A record to point to our IP address
		- Manish provided docs, Lisa has
* Lorenzo’s Priorities
	+ Municms SelfServe - in process
		- Municms SelfServe Template - updated on GitHub, need to replace folder on server - waiting for Lorenzo to do all the upgrades/updates on Desk
	+ Farmington Hills
	+ Farmington
	+ Highland Park
	+ Bloomfield Twp
	+ Novi Parks Foundation - golive end of Feb
	+ Moving Muniweb to Umbraco - Municms SelfServe
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Municms SelfServe websites, how to handle? - Manish to research
		- Arshad and Manish to discuss, update the team on 2/27
		- Two possibilities
			1. Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic
			2. Purchase one wildcard SSL Cert for Muniwix - need to check pricing
			3. Laura to price out 1-yr and 2-yr SSL Cert
			4. Muniwix websites live on Municms.org.
				* Abc.municms.org, ex
	+ Muniwix
	+ Farmington Hills
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 2/27
	+ eWeb - members, overwrite member list, March 29, 2024
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - done
			8. Commerce Twp - done
			9. Novi - done
			10. Novi Library - Mar 10
			11. Municms.org - March 17
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240227

* Failover Server - Arshad
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming - not waiting for additional help, starting on the programming this week
		- Will update the team next week
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Upgrade dev server to 2022 - Doug is testing
		- This server will be development server for Umbraco
		- Should be ready soon - ready for development!
		- Websites will be built on Lorenzo’s machine using templates on GitHub. When the site is built, it will be moved to dev server where content will be added. After review and training, site will be moved to production server for GoLive
		- Find another way to do publishing, publish directly into live server to make prod and dev synchronized?
		- Lorenzo, Manish and Arshad to meet and formulate a plan
* Server Bandwidth - still ok? Yes
* ~~Firefox/form issue w/Novi Library - Captcha, could be blocked on non-Chrome browser, extension installed on patron’s computer may have blocked Captcha validator~~
	+ ~~Laura to contact Dana with explanation and a disclaimer on the page~~
* SSL Certs - update?
	+ Shop.lermainc.org - remove, they’re using snipcart (?) - Arshad to remove
	+ Wildcard muniweb ssl cert, do we need this? - maybe use for muniwix sites
	+ ~~All websites are using free certs~~
	+ ~~Create a ticket to remove all SSL certs from Greychelle - Arshad to report back next week~~
* Development - Lisa
	+ Highland Park - needs internal review - Lisa
		- Assessing - follow up with Robin
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms
		- Adding Agendas and Minutes
	+ Bloomfield Twp - moving content Living in Bloomfield first, Services last
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills - did a demo, proposal sent
		- Are going with conversion (same design, moving content as-is to new site)
		- Includes intranet as a password protected pages in city site
		- https://grandriver.fhgov.com/ - Muniwix
	+ Proposal sent to Hampshire
	+ Darien - switch texting to MuniCMS? Yes
	+ Cascade Twp - Lisa to reach out in two weeks
* Muniwix
	+ slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Muniwix Manual - high priority
	+ Live Date - March 1, 2024
* Lorenzo’s Priorities
	+ Muniwix - in process
		- Muniwix Template - updated on GitHub, need to replace folder on server - waiting for Lorenzo to do all the upgrades/updates on Desk
	+ Bloomfield Twp - News
	+ Farmington Hills
	+ Farmington
	+ Highland Park
	+ Novi Parks Foundation - golive end of Feb
	+ Moving Muniweb to Umbraco - Muniwix
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Muniwix websites, how to handle? - Manish to research
		- Arshad and Manish to discuss, update the team on 2/27
		- Two possibilities
			1. Find any open API thru programming and apply the cert - continuing to research this idea, Manish - lot of code required to make it work, wildcard - not automatic
			2. Purchase one wildcard SSL Cert for Muniwix - need to check pricing
			3. Laura to price out 1-yr and 2-yr SSL Cert
			4. Muniwix websites live on Municms.org.
				* Abc.municms.org, ex
	+ Muniwix
	+ Farmington Hills
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 2/27
	+ eWeb - members, overwrite member list, March 29, 2024
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - done
			8. Commerce Twp - done
			9. Novi - Mar 3
			10. Novi Library - Mar 10
			11. Municms.org - March 17
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* ~~Upgrade websites to v13~~
* ~~We will not be upgrading to v13 because there are not big changes~~
	+ ~~There are no advantages to upgrading just to upgrade~~
	+ ~~Can go to v12 to v14, for example~~
	+ ~~Will need to upgrade when an older version is no longer being supported~~
	+ ~~Lorenzo/Manish need to let us know when a version upgrade is beneficial to a client~~
	+ ~~We should upgrade websites to v14 when available, possibly this summer~~
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240220

* Failover Server - Arshad
	+ ~~Manual synch is happening weekly - Umbraco and Kentico~~
	+ ~~Daily backups happening for Umbraco and Kentico, stored in a different drive of same server~~
	+ ~~Automatic backup is happening daily~~
	+ Umbraco sync - no answer from Doug
		- Manish and Arshad are trying a different approach w/programming
		- Will update the team next week
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Upgrade dev server to 2022 - Doug is testing
		- This server will be development server for Umbraco
		- Should be ready soon.
		- Websites will be built on Lorenzo’s machine using templates on GitHub. When the site is built, it will be moved to dev server where content will be added. After review and training, site will be moved to production server for GoLive
* Server Bandwidth - still ok? Yes
* Firefox/form issue w/Novi Library - Captcha, could be blocked on non-Chrome browser, extension installed on patron’s computer may have blocked Captcha validator
	+ Laura to contact Dana with explanation and a disclaimer on the page
* SSL Certs - update?
	+ All websites are using free certs
	+ ~~Clyde Twp all set w/free cert? Are we 100% sure that’s the only one~~
	+ Create a ticket to remove all SSL certs from Greychelle - Arshad to report back next week
* Development - Lisa
	+ Highland Park - needs internal review - Lisa
		- Assessing - follow up with Robin
		- Reach out to Highland
	+ Farmington - ready for content - farmingtondev.muniweb.com
		- Need Site Map approval
		- Set up search after some content has been added; whole site, A&M, Forms
	+ Bloomfield Twp - moving content Living in Bloomfield first, Services last
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app - will have to happen with GoLive
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills - did a demo, proposal sent
	+ Proposal sent to Hampshire
	+ Darien - switch texting to MuniCMS?
	+ Cascade Twp - Lisa to reach out in two weeks
* Muniwix
	+ slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Muniwix Manual - high priority
	+ Live Date - March 1, 2024
* Lorenzo’s Priorities
	+ Muniwix - in process
		- Muniwix Template - updated on GitHub, need to replace folder on server - waiting for Lorenzo to do all the upgrades/updates on Desk
	+ Farmington
	+ Bloomfield Twp
	+ Highland Park
	+ Novi Parks Foundation - golive end of Feb
	+ Moving Muniweb to Umbraco - Muniwix
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Muniwix websites, how to handle? - Manish to research
		- Arshad and Manish to discuss, update the team on 2/27
	+ Muniwix
	+ Bloomfield Twp - Do Not Knock, re-import the records, talk about timing on 2/27
	+ eWeb - members, overwrite member list, March 29, 2024
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - done
			8. Commerce Twp - Feb 25
			9. Novi - Mar 3
			10. Novi Library - Mar 10
			11. Municms.org - March 17
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade websites to v13 - ~~holding off for right now - to be discussed Feb 20~~ no need to do
	+ ~~Must upgrade by July 2024~~
	+ We will not be upgrading to v13 because there are not big changes
	+ There are no advantages to upgrading just to upgrade
	+ Can go to v12 to v14, for example
	+ Will need to upgrade when an older version is no longer being supported
	+ Lorenzo/Manish need to let us know when a version upgrade is beneficial to a client
	+ We should upgrade websites to v14 when available, possibly this summer
* Upgrade to Block Grid (from Macro Grid)? - will happen with the normal redesign lifecycle of the website
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240213

* Failover Server - Arshad
	+ Manual synch is happening weekly - Umbraco and Kentico
	+ Daily backups happening for Umbraco and Kentico, stored in a different drive of same server
	+ Automatic backup is happening daily
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Upgrade dev server - Doug is testing
		- This server will be development server for Umbraco
* Server Bandwidth - still ok? Yes, we are okay
* SSL Certs - Clyde Twp all set w/free cert? Are we 100% sure that’s the only one
	+ Create a ticket to remove all SSL certs from Greychelle
* Development - Lisa
	+ Highland Park - content being moved
	+ Farmington - building the website - almost complete, follow up on site map from Melissa
	+ Bloomfield Twp - waiting on approval to move content, I’ve already started Gov’t
	+ eWeb - golive will be Mar 30-31
		- Make sure we keep a copy of the Kentico version
		- Test Novi app
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills - did a demo, proposal sent
	+ Proposal being sent to Hampshire for 24-25 Budget (May?)
	+ Darien - switch texting to MuniCMS?
	+ Cascade Twp - Lisa to reach out in two weeks
* Muniwix
	+ slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Muniwix Manual - high priority
* Lorenzo’s Priorities
	+ Farmington
	+ Muniwix - in process
		- Muniwix Template - updated on GitHub, need to replace folder on server - waiting for Lorenzo to do all the upgrades/updates on Desk
	+ Bloomfield Twp
	+ Highland Park
	+ Novi Parks Foundation
	+ Moving Muniweb to Umbraco - Muniwix
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ SSL Certs for Muniwix websites, how to handle? - Manish to research
	+ Muniwix
	+ Bloomfield Twp - Do Not Knock, re-import the records
	+ eWeb - members, overwrite member list
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - done
			7. FarmLib - Feb 18
			8. Commerce Twp - Feb 25
			9. Novi - Mar 3
			10. Novi Library - Mar 10
			11. Municms.org - March 17
			12. Demo - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 20
	+ Must upgrade by July 2024
* Upgrade to Block Grid (from Macro Grid)?
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240206

* Failover Server - Arshad
	+ Manual backup is happening weekly
	+ Automatic is not happening
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ ~~Still waiting on results from Doug's inquiries~~
	+ Upgrade dev server - Doug is testing
		- This server will be development server for Umbraco
		- ~~Should be doing our development on a dev server, not the live server~~
		- ~~Reach out to Doug again - Laura~~
* Server Bandwidth - still ok? Yes, we are okay
* ~~SSL Certs - we have a few coming up to be paid, how do we not pay them? - create a ticket for Arshad~~
* Development - Lisa
	+ Highland Park - content being moved
	+ Farmington - building the website, we owe them a site map
	+ Bloomfield Twp - Laura to provide website feedback
	+ eWeb - ask if Feb 17-18 is still good to go live
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills - did a demo, proposal sent last week
	+ Proposal being sent to Hampshire for 24-25 Budget (May?)
	+ Darien - switch texting to MuniCMS?
	+ Cascade Twp - Lisa to reach out in two weeks
* Muniwix
	+ ~~powerpoint~~/slideshow for homepage - Lisa/Lorenzo
	+ Manish - changes to Stripe payment page
		- One-time fee
		- Verbiage changes
		- Dashboard - Muniweb 1099 for download
	+ Muniwix Manual - high priority
* Lorenzo’s Priorities
	+ Farmington
	+ Muniwix - in process
	+ Bloomfield Twp
	+ Highland Park
	+ Novi Parks Foundation
	+ Moving Muniweb to Umbraco - Muniwix
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Muniwix
	+ eWeb - members, overwrite member list
	+ Bloomfield Twp - Do Not Knock, re-import the records
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4 - done
			6. Flushing Twp - Feb 11
			7. FarmLib - Feb 18
			8. Commerce Twp - Feb 25
			9. Novi - Mar 3
			10. Novi Library - Mar 10
			11. Demo - ~~Issue upgrading to v12, Manish to reach out to Umbraco support~~ - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 13
	+ Must upgrade by July 2024
* Upgrade to Block Grid (from Macro Grid)?
	+ Clyde Twp
	+ Flushing Twp

# Agenda - 240130

* Failover Server - Arshad
	+ Manual backup is happening weekly
	+ Automatic is not happening
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Still waiting on results from Doug's inquiries
	+ Upgrade dev server
		- Should be doing our development on a dev server, not the live server
		- Reach out to Doug again - Laura
* Server Bandwidth - still ok? Yes, we are okay
* SSL Certs - we have a few coming up to be paid, how do we not pay them? - create a ticket for Arshad
* Development - Lisa
	+ Highland Park - ready for content, need site plan approval
	+ Farmington - design reveal on 1/30
	+ Bloomfield Twp - reach out on Feb 5
	+ eWeb - ask if Feb 17-18 is still good to go live
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map
	+ Farmington Hills - did a demo, proposal sent last week
	+ Proposal being sent to Hampshire for 24-25 Budget (May?)
	+ Darien - switch texting to MuniCMS?
	+ Cascade Twp - Lisa to reach out in two weeks
* Muniwix
	+ Lorenzo working on revamped user interface - done
	+ Manish to work on modifying the code to match the user interface
	+ Demo of Muniwix at Jan 23 team meeting
	+ 2pm with Lisa today to get it done
	+ Muniwix Manual - high priority
* Lorenzo’s Priorities
	+ Farmington
	+ Muniwix - waiting for the list
	+ Bloomfield Twp
	+ Highland Park
	+ Moving Muniweb to Umbraco - Muniwix
		- JoinNoviPD-like?
		- More graphics, less words?
* Manish’s Priorities
	+ Muniwix
	+ eWeb - members, overwrite member list
	+ Bloomfield Twp - Do Not Knock, re-import the records
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. eWebdev - done
			5. Clyde Twp - Feb 4
			6. Flushing Twp - Feb 11
			7. FarmLib - Feb 18
			8. Commerce Twp - Feb 25
			9. Novi - Mar 3
			10. Novi Library - Mar 10
			11. Demo - Issue upgrading to v12, Manish to reach out to Umbraco support - done
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 13
	+ Must upgrade by July 2024
* Upgrade to Block Grid (from Macro Grid)?
	+ Clyde Twp
	+ Flushing Twp
	+ InvestNovi

Agenda - 240116

* Failover Server
	+ Manual backup is happening weekly
	+ Automatic is not happening
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Still waiting on results from Doug's inquiries
	+ 1/17/24 - Nothing new
	+ Laura to call today and get an update
* Development
	+ Highland Park - new design reveal meeting 1/10/24 - design approved, build underway, ready for content by Jan 29
	+ Farmington - Kickoff date 1/16/24, they like denver.org, design revel meeting on 1/30
	+ Darien - switch texting to MuniCMS?
	+ eWeb - waiting on reply back from Novi on when to take them live
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map -
	+ Bloomfield Twp
		- Site Map to us by end of January
		- ~~Millage calculator - done~~
		- ~~Do Not Knock - status from Manish?~~
	+ Cascade Twp - Lisa to reach out in two weeks
	+ ~~Farmington Farmers Market - decided to go with SquareSpace~~
	+ Farmington Hills - demo on 1/23
* Muniwix
	+ Lorenzo working on revamped user interface - done
	+ Manish to work on modifying the code to match the user interface
	+ Demo of Muniwix at Jan 23 team meeting
* Umbraco v14
	+ Launching May 30
	+ Based on statements made by Umbraco on the Jan 16 Keynote, will we have any issues upgrading to v14? Anything we should be doing to make this a smoother transition.
* Headless CMS - everything is on Umbraco servers and can use any programming language, difference between Umbraco cloud and Umbraco headless is headless can use other technologies/languages and is very fast to load,
* Moving Muniweb to Umbraco - Muniwix
	+ JoinNoviPD-like?
	+ More graphics, less words?
* Lorenzo’s Priorities
	+ Highland Park
	+ Farmington
	+ Muniwix
	+ Bloomfield Twp
* Manish’s Priorities
	+ Muniwix
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14 - done
			4. Clyde Twp - Jan 21
			5. Flushing Twp - Jan 28
			6. eWebdev - Jan 28
			7. FarmLib - Feb 4
			8. Commerce Twp - Feb 11
			9. Novi - Feb 18
			10. Novi Library - Feb 25
			11. Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
	+ ~~Bloomfield Twp - Do Not Knock~~
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 13
	+ Must upgrade by July 2024

Forest View - ask to switch to mega menu

Agenda - 240109

* Failover Server
	+ Manual backup is happening
	+ Automatic is not happening
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Still waiting on results from Doug's inquiries
	+ 1/9/24 -Nothing new
* Development
	+ Highland Park - new design reveal meeting 1/10/24
	+ Farmington - Kickoff date 1/11/24, they like denver.org
	+ Darien - switch texting to MuniCMS?
	+ eWeb - create a role for a regular employee (not Public Safety or Retiree)
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
		- Lisa sent the rest of the site map -
	+ Bloomfield Twp
		- Site Map to us by end of January
		- Millage calculator
		- Do Not Knock - 75% done
	+ Cascade Twp - Lisa to reach out in two weeks
	+ Farmington Farmers Market
* Muniwix
	+ Lorenzo working on revamped user interface - done
	+ Manish to work on modifying the code to match the user interface
	+ Demo of Muniwix at Jan 23 team meeting
* Moving Muniweb to Umbraco
* Lorenzo’s Priorities
	+ Highland Park
	+ Farmington
	+ Muniwix
	+ Bloomfield Twp
* Manish’s Priorities
	+ Muniwix
	+ Upgrade Websites
		- Order of upgrade:
			1. JoinNoviPD - done
			2. Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST - done
			3. InvestNovi - Jan 14
			4. Clyde Twp - Jan 14
			5. Flushing Twp - Jan 21
			6. eWebdev - Jan 21
			7. FarmLib - Jan 28
			8. Commerce Twp - Feb 5
			9. Novi Library - Feb 12
			10. Novi - Feb 19
			11. ~~Lorenzo’s Template~~
			12. ~~Bloomfield Twp~~
			13. ~~McGrath NVC~~
			14. Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
	+ Bloomfield Twp - Do Not Knock
	+ ~~Security Patch to v12 -~~
		- ~~JoinNoviPD - applied and works fine~~
		- ~~Forest View applied~~
		- ~~List of websites that need the v12 security patch and get it scheduled~~
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 13
	+ Must upgrade by July 2024

Forest View - ask to switch to mega menu

Agenda - 240102

* Failover Server
	+ Manual backup is happening
	+ Automatic is not happening
	+ Doug is reaching out to Microsoft and some local contacts to see if they can help
	+ Still waiting on results from Doug's inquiries
* Development
	+ McGrath NVC - got a little bit of content
		- What is the minimum amount of content before we take them live?
		- Do we give them an ultimatum, we start charging hosting on a certain date?
	+ Bloomfield Twp
		- Site Map to us by end of January
	+ Highland Park - set up another design reveal meeting
	+ Farmington - waiting on them for a design kickoff meeting date
	+ Cascade Twp - Lisa to reach out in two weeks
	+ Darien - switch texting to MuniCMS?
	+ eWeb - create a role for a regular employee (not Public Safety or Retiree)
	+ Farmington Farmers Market
* Muniwix
	+ Lorenzo working on revamped user interface - goal to be done by week’s end
	+ Manish to work on modifying the code to match the user interface
	+ Demo of Muniwix at Jan 23 team meeting
* Moving Muniweb to Umbraco
* Lorenzo’s Priorities
	+ Muniwix
	+ Other
* Manish’s Priorities
	+ eWeb Roles
	+ Bloomfield Twp - Millage Calc and Do Not Knock - Laura to create tickets with explanations
	+ Security Patch to v12 -
		- JoinNoviPD - applied and works fine
		- List of websites that need the v12 security patch and get it scheduled
	+ eWeb - need publish from/publish to date with time added to poll
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place - **January**
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View - upgrade to v12 on Sun Jan 7, 10:30am Jan 8 IST
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
	+ Copy the website to the dev server and to the live server, upgrade existing live and test, if any issues, revert back to the dev copy
* Upgrade websites to v13 - holding off for right now - to be discussed Feb 13
	+ Must upgrade by July 2013
* Forest View - ask to switch to mega menu

Agenda - 231221

* Highland Park
	+ Show client flat images on 12/28
* Farmington Farmers Market
	+ Meeting on 12/20 - demo muniCMS 2.0
	+ They will tell us which option
	+ Homepage customization? Block grid for homepage, flexible layout on homepage
* Farmington Redesign
	+ Kickoff meeting - w/o 01/09?
* McGrathNVC
	+ Update - All received content is in
	+ Client waiting for Council to approve created content
* Bloomfield Twp - nothing new
	+ Have contract, working on site map w/client
	+ Site map to us end of January
	+ Programming for Bloomfield Twp - set up a separate meeting
		- Millage calculator
		- Do Not Knock registry
		- Historical meeting docs?
		- Anything else?
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - complete
	+ User import - waiting until we are closer to go-live - March?
* MuniWix
	+ Stripe account is set up - update from Manish
	+ Process will be ready for testing 12/19 - Manish to demo at our next team meeting
	+ Scheduling another meeting
	+ Create a pricing page
		- Decision-based questionnaire?
* Failover server for Umbraco
	+ Update from Arshad
	+ Backups happening daily on both Umbraco and Kentico
	+ Synchronization with the failover servers happens daily on Kentico and weekly on Kentico
	+ Doug is working w/Microsoft to help make this happen
	+ Get an update from Doug - need help with configuration
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ HIghland Park - inspiration cityofnovi.org
	+ Farmington
	+ Farmington Farmers Market (?)
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - when we start adding content
	+ *Lermainc.org - spamming on registration form*
* Manish's Priorities
	+ Has UMarketing Suite been removed from everything?
	+ Integrate Stripe with MuniWix
	+ Apply security patch to copies of v12 websites
	+ Users for eWeb - fine-tuning group access
	+ Bloomfield Twp programming
		- <https://www.bloomfieldtwp.org/Services/Clerk/Do-Not-Knock-Registry.aspx>
		- Senior Millage Cal - in Forms
* Arshad
	+ Failover server - synchronization
		- Possible Issue with eWeb - missing polls
	+ Bandwidth report - are we still okay
* Marlene
	+ Review uewebdev for any missing content
	+ Updates
* Laura -
	+ Cancel UMarketing Suite - done, has it been removed from all websites
	+ Add Search terms reporting to other/all websites
		- Instructions are on Intranet

Agenda - 231212

* Highland Park
	+ Contract signed
	+ Kickoff 12/13
* Farmington Farmers Market
	+ Meeting on 12/20 - demo muniCMS 2.0
	+ They will tell us which option
	+ Homepage customization? Block grid for homepage, flexible layout on homepage
* Farmington Redesign
	+ Kickoff meeting - w/o 12/18?
	+ Waiting on signed contract
* McGrathNVC
	+ Update - All received content is in
	+ Client waiting for Council to approve created content
* Bloomfield Twp - nothing new
	+ Have contract, working on site map w/client
	+ Site map to us end of January
	+ Programming for Bloomfield Twp
		- Millage calculator
		- Do Not Knock registry
		- Anything else?
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - complete
	+ User import - waiting until we are closer to go-live - March?
* MuniWix
	+ Stripe account is set up - update from Manish
	+ Need to integrate Stripe with Muniwix - can we get assistance from Stripe? Manish to email Laura with problem, Laura to contact Stripe support
		- Using default payment with Stripe
		- Working on the website creation once the payment has been processed,
		- Programming to Ignore spam entries, need to add some security so that the website isn’t created when we receive spam, verify that it’s a ‘real’ transaction
		- Process will be ready for testing 12/19 - Manish to demo at our next team meeting
	+ Create a pricing page
		- Decision-based questionnaire?
* **Failov**er server for Umbraco
	+ ~~Dec 24 - 12am - 3am Umbraco Failover Server test - taking live server down, failover server SHOULD come right up, sites will not have SSL for up to one hour, sites may be down for 5 minutes - no need to send email - Should we test Kentico (79) too?~~
	+ Update from Arshad
	+ Arshad - explain SSL Certs/timing on Failover servers; 79 & 80
	+ Backups happening daily on both Umbraco and Kentico
	+ Synchronization with the failover servers happens daily on Kentico and weekly on Kentico
	+ Doug is working w/Microsoft to help make this happen
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ HIghland Park - inspiration cityofnovi.org
	+ Farmington Farmers Market (?)
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - when we start adding content
* Manish's Priorities
	+ Integrate Stripe with MuniWix
	+ Bloomfield Twp programming
	+ Users for eWeb - fine-tuning group access
	+ Winter Engage Calameo link for app in uewebdev - done and documented
	+ Check for security patches for Umbraco monthly - were they applied
* Arshad
	+ Failover server - synchronization
	+ Check for security patches for Kentico, all our websites are v12 - no more patches after December 2023
* Marlene
	+ Updates
* Laura -
	+ Cancel UMarketing Suite
	+ Add Search terms reporting to other/all websites
		- Manish documented
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place - **January**
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com

Copy live sites to Dev2, upgrade and then move back to prod1b

Agenda - 231204

* Farmington Farmers Market
	+ Meeting on 12/6
* Farmington Redesign
	+ Kickoff meeting - w/o 12/11?
	+ Waiting on signed contract
* McGrathNVC
	+ Update - All received content is in
	+ Client waiting for Council to approve created content
* Bloomfield Twp - nothing new
	+ Have contract, working on site map w/client
	+ Site map to us end of January
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - complete
	+ User import - waiting until we are closer to go-live - March?
* MuniWix
	+ Stripe account is set up
	+ Need to integrate Stripe with Muniwix - can we get assistance from Stripe? Manish to email Laura with problem, Laura to contact Stripe support
	+ ~~Need to connect Stripe with Muniwix - Manish, what do you need?~~
		- ~~Stripe.com~~~~webmaster@muniweb.com~~ ~~/ MuniWix#678~~
	+ Create a pricing page
		- Decision-based questionnaire?
* **Failov**er server for Umbraco
	+ 12/4 - set up dfs replication on .73, Doug needs to help
		- Changes will be made immediately; change on live server triggers the save on failover server
		- Right now - copying once a week on Monday
	+ 11/27 - copy the files for failover server, took 2- 3 hours to copy database, have to find another way, maybe incremental backup to reduce the amount of time
	+ Still can’t access Umbraco Failover server from live server - Doug
	+ Need synchronization set up - Manish & Arshad
		- Copy database to msqlserver, back up the copy so we don’t have to take the website
	+ Currently Synchronizing manually once a week
		- Live Umbraco websites
	+ How often will syncing happen? - Arshad
		- Kentico servers update automatically once a day, MFA is causing an issue but Arshad is fixing it - fixed
		- Umbraco synchronization is folder-based, will be faster
	+ Umbraco is being backed up daily, but backups are on the same server/different drive - live server. If the live server is down, can’t access backups
	+ Dec 24 - 12am - 3am Umbraco Failover Server test - taking live server down, failover server SHOULD come right up, sites will not have SSL for up to one hour, sites may be down for 5 minutes - no need to send email
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - when we start adding content
* Manish's Priorities
	+ Integrate Stripe with MuniWix
	+ Users for eWeb - fine-tuning group access
	+ Programming for Bloomfield Twp - waiting until we start the project
	+ Check for security patches for Umbraco monthly
* Arshad
	+ Failover server
	+ Check for security patches for Kentico, all our websites are v12 - no more patches after December 2023
* Marlene
	+ Updates
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place - January?
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b

Agenda - 231128

* Farmington Redesign
	+ Kickoff meeting 12/4-ish
	+ sent the contract on 11/28
* McGrathNVC
	+ Update - All received content is in
	+ Lisa reaching out to McGrath
* Bloomfield Twp
	+ Have contract, working on site map w/client
	+ Site map to us end of January
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - Lorenzo
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- How to delete users - can’t delete users (editor) in Umbraco, but can remove access can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date - March?
* **Failover server for Umbraco**
	+ 11/27 - copy the files for failover server, took 2- 3 hours to copy database, have to find another way, maybe incremental backup to reduce the amount of time
	+ Still can’t access Umbraco Failover server from live server - Doug
	+ Need synchronization set up - Manish & Arshad
		- Copy database to msqlserver, back up the copy so we don’t have to take the website
	+ Currently Synchronizing manually once a week
		- Live Umbraco websites
	+ How often will syncing happen? - Arshad
		- Kentico servers update automatically once a day, MFA is causing an issue but Arshad is fixing it
		- Umbraco synchronization is folder-based, will be faster
	+ Umbraco is being backed up daily, but backups are on the same server/different drive - live server. If the live server is down, can’t access backups
	+ Dec 24 - 12am - 3am Umbraco Failover Server test - taking live server down, failover server SHOULD come right up, sites will not have SSL for up to one hour, sites may be down for 5 minutes - no need to send email
* MuniWix
	+ Stripe account is set up
	+ Need to connect Stripe with Muniwix - Manish, what do you need?
		- Stripe.com
		webmaster@muniweb.com / MuniWix#678
	+ Create a pricing page
		- Decision-based questionnaire?
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ LERMA storefront
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - Lorenzo, design update
		- Bloomfielddev.muniweb.com - tweaks as needed
* Manish's Priorities
	+ Users for eWeb - fine-tuning group access
	+ Programming for Bloomfield Twp - waiting until we start the project
	+ Check for security patches for Umbraco monthly
* Arshad
	+ Failover server
	+ Check for security patches for Kentico, all our websites are v12 - no more patches after December 2023
* Marlene
	+ Updates
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place - January?
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b

Agenda - 231121

* Farmington Redesign - still waiting
	+ Kickoff meeting 12/4-ish
	+ Waiting on signed contract and date from client
* McGrathNVC
	+ Update - All received content is in
* Bloomfield Twp
	+ Waiting on Contract
* NoviLibrary - went live 11/19/23
	+ Internal wi-fi issue
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - Lorenzo
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- How to delete users - can’t delete users (editor) in Umbraco, but can remove access can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date - March?
* **Failover server for Umbraco**
	+ **Dave, Arshad, Doug meeting this weekend to finalize everything**
		- Failover server in place by Monday, 11/20
	+ Server is in place in Midland
	+ Need external IP of the server to set up websites - Doug
		- Still having an issue with this external ip address - Arshad needs to contact Doug, maybe get Dave involved
	+ Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
	+ Need to meet w/Dave S, Jay has reached out to schedule a meeting
	+ Need synchronization set up - Manish & Arshad
		- Copy database to msqlserver, back up the copy so we don’t have to take the website
	+ Currently Synchronizing manually once a week
		- Live Umbraco websites
	+ How often will syncing happen? - Arshad
		- Kentico servers update automatically once a day, MFA is causing an issue but Arshad is fixing it
		- Umbraco synchronization is folder-based, will be faster
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - Lorenzo, design update
		- Bloomfielddev.muniweb.com - waiting on sitemap from client
	+ Other, holiday card - snowmen
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
* Manish's Priorities
	+ Users for eWeb - fine-tuning group access
	+ Programming for Bloomfield Twp - waiting until we start the project
	+ Check for security patches for Umbraco monthly
* Arshad
	+ Check for security patches for Kentico, all our websites are v12
* Marlene
	+ Updates
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place - January?
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Other topics
	+ Need to get a payment portal in place for muniwix - Stripe demo 11/22

Agenda - 231115

* Farmington Redesign - still waiting
	+ Kickoff meeting 12/4-ish
	+ Waiting on signed contract and date from client
* McGrathNVC
	+ Update - All received content is in
* Bloomfield Twp
	+ Waiting on Contract
* NoviLibrary
	+ Content in, internal review done, continue doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
	+ Arshad - we think we have access to A record,
	+ Tentative GoLive - 11/18-19, waiting on approval from Library
* Novi eWeb
	+ Content Status - dual updates happening
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- Need login with forgotten password capability - Lorenzo
			* Still testing login/logout and forgotten password - Lorenzo
			* ~~Add a message if username/password is wrong~~ - Manish
			* ~~Secure the site, requiring login, add recaptchav3 - Manish and Lorenzo~~
			* After login process is complete, test Hyvor and test poll
			* ~~Member profile - add title - Manish~~
			* Sorry page for those that have access - Lorenzo
			* Why does Lorenzo see a different chat? - Manish
		- How to delete users - can’t delete users in Umbraco, can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date
* **Failover server for Umbraco**
	+ **Dave, Arshad, Doug meeting this weekend to finalize everything**
		- Failover server in place by Monday, 11/20
	+ Server is in place in Midland
	+ Need external IP of the server to set up websites - Doug
		- Still having an issue with this external ip address - Arshad needs to contact Doug, maybe get Dave involved
	+ Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
	+ Need to meet w/Dave S, Jay has reached out to schedule a meeting
	+ Need synchronization set up - Manish & Arshad
	+ Currently Synchonizing manually once a week
		- Live Umbraco websites
	+ How often will syncing happen? - Arshad
		- Kentico servers update automatically once a day, MFA is causing an issue but Arshad is fixing it
		- Umbraco synchronization is folder-based, will be faster
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
	+ Still in process
* Lorenzo's Priorities
	+ Uewebdev -
		- Will do final testing on login process, chat, password change, access, form submissions
	+ Bloomfield Twp - Lorenzo, design update
		- Bloomfielddev.muniweb.com - waiting on sitemap from client
	+ Other, holiday card - snowmen
	+ Put Noviparksfoundation.org, Novipfba.org. on MuniWix? GrandRiver.fhgov.com?
* Manish's Priorities
	+ Users for eWeb - fine-tuning group access
	+ Programming for Bloomfield Twp - waiting until we start the project
	+ Check for security patches for Umbraco monthly
* Arshad
	+ Check for security patches for Kentico, all our websites are v12
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Other topics
	+ Need to get a payment portal in place for muniwix

Agenda - 231107

* Farmington Redesign - still waiting
	+ Kickoff meeting 11/6-ish
	+ Waiting on signed contract and date from client
* McGrathNVC
	+ Update - Marlene
* Novi eWeb
	+ Content Status - Marlene
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- Need login with forgotten password capability - Lorenzo
			* Still testing login/logout and forgotten password - Lorenzo
			* Add a message if username/password is wrong - Manish
			* Secure the site, requiring login, add recaptchav3 - Manish and Lorenzo
			* After login process is complete, test Hyvor and test poll
			* Member profile - add title - Manish
			* Sorry page for those that have access - Lorenzo
			* Why does Lorenzo see a different chat? - Manish
		- Right before launch, send every user an email with explanation, and temporary password, when they sign in for the first time, they will be prompted to change their password
		- Right the explanation letter for each user - Laura
			* Create body and user for email
		- How to delete users - can’t delete users in Umbraco, can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date
* NoviLibrary
	+ Content in, internal review done, continue doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
	+ Arshad - we think we have access to A record,
* **Failover server for Umbraco**
	+ Server is in place in Midland
	+ Need external IP of the server to set up websites - Doug
		- Still having an issue with this external ip address - Arshad needs to contact Doug, maybe get Dave involved
	+ Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
	+ Need to meet w/Dave S, Jay has reached out to schedule a meeting
	+ Need synchronization set up - Manish & Arshad
	+ Currently Synchonizing manually once a week
		- Live Umbraco websites
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ Adding MFA to all Kentico website - Laura
* Lorenzo's Priorities
	+ Uewebdev
	+ Bloomfield Twp - start week of 10/30
	+ Other
* Manish's Priorities
	+ Users for eWeb - fine-tuning group access
	+ Programming for Bloomfield Twp
	+ Check for security patches for Umbraco monthly
	+ How can Manish support Lorenzo
* Arshad
	+ Check for security patches for Kentico, all our websites are v12
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Other topics
	+ FontAwesome (icons) - gone over our monthly viewing limit, $99/year

Agenda - 231031

* Farmington Redesign - still waiting
	+ Kickoff meeting 10/30-ish
	+ Waiting on signed contract and date from client
		- Last communication - Sept 27
		- Melissa on vacation, back on Oct 9
		- Waiting on signed contract - insurance changes
* McGrathNVC
	+ Update - Marlene
* Novi eWeb
	+ Content Status - Marlene
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- Need login with forgotten password capability - Lorenzo
			* Still testing login/logout and forgotten password - Lorenzo
			* Add a message if username/password is wrong - Manish
			* Secure the site, requiring login, add recaptchav3 - Manish and Lorenzo
			* After login process is complete, test Hyvor and test poll
		- Right before launch, send every user an email with explanation, and temporary password, when they sign in for the first time, they will be prompted to change their password
		- How to delete users - can’t delete users in Umbraco, can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date
* NoviLibrary
	+ Content in, internal review done, continue doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
* **Failover server for Umbraco**
	+ Server is in place in Midland
	+ Need external IP of the server to set up websites - Doug
		- Still having an issue with this external ip address - Arshad needs to contact Doug, maybe get Dave involved
	+ Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
	+ Need synchronization set up - Manish & Arshad
	+ Currently Synchonizing manually once a week
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ I’ve added MFA to NoviLib, eweb, NoviPFBA, NoviParksFoundation, Novi.org
	+ 31 Kentico websites were affected
	+ Any security patch available?
	+ Can we set up a trigger to send a notification every time a Master page is changed? - No
	+ Any other thoughts?
* Upgrade websites to v12 - holding off until after Failover/Synchronization server is in place
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Uewebdev
	+ Bloomfield Twp - start week of 10/30
	+ Other
* Manish's Priorities
	+ Hyvor on eWeb - single signon is working, can add the existing users and bring in the current threads, log in with username
	+ Poll for eWeb - Is Marlene trained?
	+ Users for eWeb
	+ Programming for Bloomfield Twp
	+ Check for security patches for Umbraco monthly
	+ How can Manish support Lorenzo
* Arshad
	+ App Dashboard on Umbraco eWeb - Finish Parks Amenities customapi in cityofnovi.org
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ Arshad’s spreadsheet - sidebar with Lisa and Laura
* Other topics

Agenda - 231024

* Farmington Redesign - still waiting
	+ Kickoff meeting 10/30-ish
	+ Waiting on signed contract and date from client
		- Last communication - Sept 27
		- Melissa on vacation, back on Oct 9
		- Waiting on signed contract - insurance changes
* JoinNoviPD.org - done
	+ I created a ticket with GoLive and After GoLive tasks, <https://muniweb.teamwork.com/desk/tickets/8041575> - can we verify that all is done
* McGrathNVC
	+ Update - Marlene
* Novi eWeb
	+ Content Status - Marlene
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- Need login with forgotten password capability - Lorenzo
			* Still testing login/logout and forgotten password - Lorenzo
			* Add a message if username/password is wrong - Manish
			* Secure the site, requiring login, add recaptchav3 - Manish and Lorenzo
			* After login process is complete, test Hyvor and test poll
		- Right before launch, send every user an email with explanation, and temporary password, when they sign in for the first time, they will be prompted to change their password
		- How to delete users - can’t delete users in Umbraco, can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date
* NoviLibrary
	+ Content in, internal review done, continue doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
	+ Link a news item to another page in the website - create a ticket - status? - done
	+ Update news item to allow for a link to page - status? - done
* **Failover server for Umbraco**
	+ Server is in place in Midland
	+ Need external IP of the server to set up websites - Doug
	+ Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
	+ Need synchronization set up - Manish & Arshad
* Security Breach - 9:34 - 9:42am 10/23 mws-laura
	+ 31 Kentico websites wer affected
	+ Any security patch available?
	+ Can we set up a trigger to send a notification every time a Master page is changed?
	+ Any other thoughts?
* Upgrade websites to v12 - holding off until after Failover server is in place
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Uewebdev
	+ JoinNoviPD.org - done
	+ Novi.org - Archive - done
	+ Unovilibrarydev - done
	+ Other
* Manish's Priorities
	+ Hyvor on eWeb - single signon is working, can add the existing users and bring in the current threads, log in with username
	+ Poll for eWeb - done, please train Marlene
	+ Users for eWeb
	+ Check for security patches for Umbraco monthly
	+ AI - Grammar AI program, Intuitive Search (AI), Content Creation (ChatGPT, GoogleBard)
	+ How can Manish support Lorenzo
* Arshad
	+ App Dashboard on Umbraco eWeb - Finish Parks Amenities customapi in cityofnovi.org
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ Arshad’s spreadsheet - sidebar with Lisa and Laura
* Other topics

Agenda - 231017

* Farmington Redesign - still waiting
	+ Kickoff meeting 10/16-ish
	+ Waiting on signed contract and date from client
		- Last communication - Sept 27
		- Melissa on vacation, back on Oct 9
* Forest View - DONE
* McGrathNVC
	+ Template is ready for content, site map in dropbox
	+ Marlene to add what we have and keep track of what we don’t have
* Novi eWeb
	+ More content to put in, we’ll see how it goes, update Marlene
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
			* Design looks great, but need to figure out how to prevent multiple submissions, can’t use IP address
		- Need login with forgotten password capability - Lorenzo
			* Still testing login/logout and forgotten password - Lorenzo
			* Add a message if username/password is wrong - Manish
			* Secure the site, requiring login, add recaptchav3 - Manish and Lorenzo
			* After login process is complete, test Hyvor and test poll
		- Right before launch, send every user an email with explanation, and temporary password, when they sign in for the first time, they will be prompted to change their password
		- How to delete users - can’t delete users in Umbraco, can delete members in Umbraco
		- All users need to be imported in to Umbraco - when we have go-live date
* NoviLibrary
	+ Content in, needs internal review, currently doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
	+ Link a news item to another page in the website - create a ticket
	+ Update news item to allow for a link to page
* JoinNoviPD.org
	+ Design approved
	+ Need content clarification from client - I think we have all we’re going to get
	+ Lorenzo - they want an Apply Now or Join Us button in the first screenful of every page (in all screen sizes)
* Upgrade websites to v12 - holding off until after Failover server is in place
	+ Order of upgrade:
		- Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
		- Forest View
		- InvestNovi
		- Clyde Twp
		- Flushing Twp
		- FarmLib
		- selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Novi.org - Archive
	+ Uewebdev
	+ Unovilibrarydev - done
	+ McGrathNVCdev - have template ready for content by 10/16 - DONE
	+ JoinNoviPD.org - on standby
	+ Other
* Manish's Priorities
	+ Hyvor on eWeb
	+ Poll for eWeb
	+ Users for eWeb
	+ Check for security patches for Umbraco monthly
	+ AI - Grammar AI program, Intuitive Search (AI), Content Creation (ChatGPT, GoogleBard)
	+ How can Manish support Lorenzo
* Arshad
	+ **Failover server for Umbraco**
		- Server is in place in Midland
		- Need external IP of the server to set up websites - Doug
		- Dave needs to configure microtik so that it will switchover when prod server goes down - Dave S at Mercury
		- Need synchronization set up - Manish & Arshad
	+ App Dashboard on Umbraco eWeb - Finish Parks Amenities customapi in cityofnovi.org
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ Arshad’s spreadsheet - sidebar with Arshad
* Other topics

Agenda - 231010

* Farmington Redesign
	+ Kickoff meeting 10/9-ish
	+ Waiting on signed contract and date from client
		- Last communication - Sept 27
		- Melissa on vacation, back on Oct 9
* Forest View -
	+ Forestview-il.com is still not working - sidebar with Arshad
* McGrathNVC
	+ Content Meeting on Oct 4 - did not go well
	+ Lisa following up w/Jennifer
* Novi eWeb
	+ More content to put in, we’ll see how it goes
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
			* Single sign on - when they log in to eWeb, the need to be logged in to Hyvor
			* Create a test pool of users
		- Poll - Manish
		- Need login with forgotten password capability - Lorenzo
		- All users need to be imported in to Umbraco
		- Right before launch, send every user an email with explanation, and temporary password, when they sign in for the first time, they will be prompted to change their password
		- How to delete users?
* NoviLibrary
	+ Content in, needs internal review, currently doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display - Demco needs the correct URL
		- Internal Review
* JoinNoviPD.org
	+ Design approved
	+ Need content clarification from client
* Upgrade websites to v12 - holding off until after Oct 1,
	+ Demo - Issue upgrading to v12, Manish to reach out to Umbraco support
	+ Forest View
	+ InvestNovi
	+ Clyde Twp
	+ Flushing Twp
	+ FarmLib
	+ selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Uewebdev
	+ McGrathNVCdev - have template ready for content by 10/16
	+ JoinNoviPD.org - optimize interior pages
	+ Unovilibrarydev - done
	+ Other
* Manish's Priorities
	+ Hyvor on eWeb
	+ Poll for eWeb
	+ Check for security patches for Umbraco monthly
	+ AI - Grammar AI program, Intuitive Search (AI), Content Creation (ChatGPT, GoogleBard)
	+ How can Manish support Lorenzo
* Arshad
	+ Failover server for Umbraco
		- status - Arshad
	+ App Dashboard on eWeb
	+ Synchronization
		- Support from Manish
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ Arshad’s spreadsheet - sidebar with Arshad
* Other topics

Agenda - 231003

* Farmington Redesign
	+ Kickoff meeting 10/9-ish
	+ Waiting on signed contract and date from client
* Forest View -
	+ Went live Oct 2
	+ Has asked for 3 employment apps to be online forms, do we charge?
	+ Status on video - Lorenzo - refresh my memory on what this is - done
* McGrathNVC
	+ Content Meeting on Oct 4
* Novidev
	+ How to get search term statistics - Manish
* Novi eWeb
	+ More content to put in, we’ll see how it goes
	+ Design Status - Lorenzo
		- Hyvor - Manish and Lorenzo
		- Poll - Manish
* NoviLibrary
	+ Content in, needs internal review, currently doing dual updates
	+ Design Status - Lorenzo
		- Calendar callout doesn’t display -
		- Internal Review
* JoinNoviPD.org
	+ Waiting on design approval from client
	+ Waiting on Content from Client
	+ Laura - send followup email to client
* Upgrade websites to v12 - holding off until after Oct 1,
	+ Demo - Oct 4 morning
	+ Forest View
	+ InvestNovi
	+ Clyde Twp
	+ Flushing Twp
	+ FarmLib
	+ selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Uewebdev
	+ McGrathNVCdev - copy default template Sep 23-24
	+ Unovilibrarydev
	+ JoinNoviPD.org - status from Lorenzo, on hold until we hear back from client
	+ Other
* Manish's Priorities
	+ Default - search is exact phrase
	+ Hyvor on eWeb
	+ Poll for eWeb
	+ Synchronization
	+ Check for security patches for Umbraco monthly
	+ AI - Grammar AI program, Intuitive Search (AI), Content Creation (ChatGPT, GoogleBard)
	+ How can Manish support Lorenzo
* Arshad
	+ Failover server for Umbraco
		- status - Arshad
		- Waiting on Doug
	+ App Dashboard on eWeb
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ Anything more to discuss on this?
	+ Waiting on List from Arshad
* Other topics

Agenda - 230919

* Farmington Redesign
	+ Kickoff meeting 9/28-ish
	+ Waiting on signed contract and date from client
* Forest View -
	+ GoLive - October 2
	+ Missing Anything
	+ UserWay after GoLive
	+ Google Analytics
	+ Recipient of emails - double-check
	+ List of things to do to golive - Arshad
	+ Who has control of DNS? Lisa to reach out to Mike Dropka
* McGrathNVC
	+ Content Meeting on Oct 4
* Novidev
	+ How to get search term statistics - Manish
* Novi eWeb
	+ Status on Content - Marlene
* NoviLibrary
	+ Status on Content Marlene
* Upgrade websites to v12 - holding off until after Oct 1
	+ Demo
	+ Forest View
	+ InvestNovi
	+ Clyde Twp
	+ Flushing Twp
	+ FarmLib
	+ selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ JoinNoviPD.org - copy investnovi?
		- Flat image for internal review 9/21
		- Review with client 9/25?
	+ Unovilibrarydev
	+ Uewebdev
	+ McGrathNVCdev - copy default template Sep 23-24
	+ Other
* Manish's Priorities
	+ Check for security patches for Umbraco monthly
	+ How can Manish support Lorenzo
* Marlene’s Priorities
* Arshad
	+ Check for security patches for Kentico, all our websites are v12
	+ Failover server for Umbraco
		- status - Arshad
		- Doug, Dave and Arshad to meet on 9/14
* SSL Certs
	+ transitioned to "free" ssl certs
	+ how (and what) to bill clients
	+ Arshad, Manish, Lisa, Laura - 9am/7:30pm - 9/19 (before Team meeting)

Agenda - 230912

* Commerce Twp - launched
* Farmington Redesign
	+ Kickoff meeting week of 9/18
* FarmLib open items
	+ https://muniweb.teamwork.com/desk/tickets/7855794 - hover delay on menu (Lorenzo)
* Forest View -
	+ GoLive - August 18
	+ Missing Anything
	+ UserWay after GoLive
	+ Google Analytics
	+ Recipient of emails - double-check
	+ List of things to do to golive - Arshad
	+ Who has control of DNS? Lisa to reach out to Mike Dropka
* Failover server for Umbraco
	+ status - Arshad
	+ Doug, Dave and Arshad to meet on 9/14
* McGrathNVC
	+ meeting (Design Approval?) on Wed, 9/13
* Novidev
	+ GoLive Sep 15
	+ status on the search
		- Continue to research exact phrase for Umbraco search
		- Start researching Google search in Umbraco - put google search component on the upper right corner of header - website-wide search without Check Registers and Meeting stuff
		- 9/13 9:30am - Laura to ping Manish, Arshad, Lorenzo, Lisa to determine if we will be using Umbraco or Google Search
	+ any other open items
	+ need to add Google Analytics
	+ list of what needs to happen to go live
	+ Review Parks and Facilities and add Name if the pin isn't where it's supposed to be
* Novi eWeb
	+ waiting on search to be completed before we copy Unovidev
* NoviLibrary
	+ waiting on search to be completed before we copy Unovidev
* Upgrade websites to v12 - holding off until after Oct 1
	+ Demo
	+ Forest View
	+ InvestNovi
	+ Clyde Twp
	+ Flushing Twp
	+ FarmLib
	+ selfservprod1b.muniweb.com
	+ Copy live sites to Dev2, upgrade and then move back to prod1b
* Lorenzo's Priorities
	+ Google search in an Umbraco website (Novi)
* Manish's Priorities
	+ Need a search in Unovidev
	+ Check for security patches for Umbraco monthly
* Marlene
	+ Is the Adult section of the library missing from the website?
	+ Wayback
* Arshad
	+ Check for security patches for Kentico, all our websites are v12
* SSL Certs
	+ transitioned to "free" ssl certs
	+ how (and what) to bill clients
	+ Arshad, Manish, Lisa, Laura - 9am/7:30pm - 9/19 (before Team meeting)

Agenda

1. McGrathNVC - status from Lisa
	1. Waiting on design approval
	2. Waiting on SIte Map approval
	3. Waiting on Content
2. Commerce Twp - status from Marlene
	1. need images from Parks
	2. Library Calendar - Marlene sent email to client on 8/7
	3. training manual - Marlene to document switching videos for Training Manual
	4. Niche Academy - Lorenzo/Manish
	5. Separate search indexes for Township, Library, Agendas/Minutes - Lorenzo
	6. ~~Separate folder(s) for Library Documents~~
	7. Two training classes - Twp and Library, max of 4 students per class
	8. Internal Review
3. FarmLib open items - Marlene/Lorenzo
	1. GoLive August 11 - hard date
	2. Waiting on contact from FarmLib IT Pat to confirm
	3. Can Manish do https://muniweb.teamwork.com/desk/tickets/7855794
4. Forest View -
	1. ~~Waiting for Police Pension Annual Reports~~
	2. Tentative GoLive - August 18
	3. Client reviewing this week (8/7) for any changes
5. Novi - GoLive Sep 1 (?)
	1. Started a Task List in Teamwork
6. Priorities - Manish
	1. Open Items for FarmLib
	2. DNK
	3. Migrate Meeting information - need video field, need html field for agenda
	4. Recreate Novi Forms
	5. Upgrading Websites - Demo
7. Priorities - Lorenzo
	1. McGrath NVC
	2. Unovidev - Modify Meeting page type so we can have agenda as html, work with Manish
	3. Niche Academy
	4. Novi Search(es)
8. Priorities - Marlene
	1. Maintenance
	2. Commerce Twp Content
	3. Forest View Content
	4. Novi Content
9. Need Failover server for Umbraco
10. Upgrade websites to v12 - holding off until after Sep 1
	1. Demo
	2. Forest View
	3. InvestNovi
	4. Clyde Twp
	5. Flushing Twp
	6. FarmLib
	7. selfservprod1b.muniweb.com - GitHub, hold off because Lorenzo is doing updates, Sep 1 (?)
	8. Copy live sites to Dev2, upgrade and then move back to prod1b
11. Training for Manish - Security on Aug 23
	1. Arshad is finding a recording tool
12. Novi websites - Manish
	1. NoviParksFoundation.org and NoviPFBA.org - muniwix
		1. Donate buttons
13. Open ticket items that we can close