

Hounslow West Evangelical Church
Multimedia Website Project (HWECEMWP)
Minutes of End of project review meeting Tuesday 24 April 2007 at 8:30pm

Present: Mr Gerald Yuen M.Sc, Mr David Hollands, Rev Ronald Hollands

- 1. Opening greeting:** Mr D Hollands warmly welcomes all attendees.
- 2. Apologies for Absence:** None
- 3. Final presentation of current project plan:** Mr D Hollands presented GANNT 5 to the meeting. Mr G Yuen, being a mathematician, remarked on his own observation on the close correlation between what the plan says should be happening and what actually happened. All present were pleased with the way the plan has given backbone to the project, keeping the big picture in perspective.
- 4. Assessment of original objectives as per functional specification:**
 - “The website will contain 20 fault-free and easy to use pages. Which are: a home page (site index); an ‘About Us’ section including: a ‘Who, what?’ page, a ‘When, where?’ page, a ‘How?’ page, a ‘Membership’ page and a ‘History’ page. An ‘Articles & Audio’ section including: an ‘Article archive’, a ‘Sermons’ page and a ‘Book reviews’ page. A ‘Calendar of Events’ section including: a ‘HWECE calendar’ and a ‘Young people calendar’; a ‘Children’ section including: a ‘Sunday School’ page, a ‘Friday Clubs’ page and ‘Summer Holiday Club’ page. A ‘Contact Us’ section and a ‘FIEC’ section including a ‘Statement of Faith’ page.”
 - It was decided that this has been met. There are actually more than described in the above quote from the functional spec.
 - Mr G Yuen was very pleased with the completeness of the website.
 - “The website will be accessible in all 5th generation web browsers; it will also be accessible and appear logical in the ‘Lynx’ text only browser.”

- This was assessed on the spot using Rev R Hollands' laptop and it was met well.
- “Users will be provided with a choice of 3 display options on the ‘Accessibility’ page, which are: No style sheet, default style and high-contrast style (this will be done using client-side scripting).”
 - Sadly, this feature was unable to be built because of the complexity of the JavaScript coding. Mr G Yuen said that he would have a go at producing some script when he had some spare time in the future.
- “A logical and documented way of storing a year’s supply of sermon audio, contact articles and fellowship focus magazines with ‘getting started with...’ instructions on how to upload them and update any associated files.”
 - It was decided that this objective was met fully.
- “An Adobe Flash XML-based Slideshow for the home page to impress new visitors and not cause annoyance to regular users and thus undeniably creating an engaging multimedia experience.”
 - The front page bares testimony to the completion of this objective and Rev R Hollands remarked on how it was his favourite part of the product.

5. Key success criteria analysis:

- “The website must achieve all five objectives listed in this document.”
 - The product achieved four out of five of these objectives.
- No extra cost will be incurred by HWEC.
 - This criterion was met.
- Users will be able to download sermons easily and efficiently.
 - Mr G Yuen, Rev R Hollands and Mr D Hollands all agreed that this was true of the final product and pod-casting aided this.
- The product is accompanied by all the deliverables.
 - This was true.
- The project is completed ready and ready for handover before:
30/04/07
 - The deadline was met.

6. Comments on Mr D Hollands' performance: Mr G Yuen said that he has been very impressed with the way Mr D Hollands has conducted himself in a professional manner. However, he was concerned that Mr D Hollands did not involve his senior management only a very little. Mr D Hollands replied with the justification that he did not want to be 'hand-held' but wanted to work independently. He did then go on to admit that he should have provided more regular reports to senior management. Rev R Hollands admitted that the absence of contact with the more experienced senior management did concern him too; however, he could the difficulties of organising, for example, a meeting with Mr Yuen, himself, Mr D Hollands and Mr A Atar being arranged. Overall it was agreed that the project was successful despite not accomplishing one of the objectives. Further evaluation would suggest that it shouldn't have been an objective in the first place.

7. AOB: None