

STAC Action Team Social Media Committee

Meeting: Lewis and Clark Building
June 28, 2011

Attendees

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| ➤ Barbara Beermann | Missouri State Employees Retirement System |
| ➤ Chris Adams | Office of State Courts |
| ➤ Bryan Howard | Dept of Elementary and Secondary Education |
| ➤ Jolon Wickern | Department of Natural Resources |
| ➤ Suzi Middaugh | Department of Natural Resources |

Agenda

- Reviewed information that was discussed on March 25, 2011.
- Department of Natural Resources uses Basecamp to communicate with others on specific projects. A description of the software is below.

Basecamp Overview

Basecamp project management software allows you to perform project management tasks online since the software is hosted; making it ideally suited for project groups located across geographical areas or team members who are often away from the office.

Users only need an Internet connection to access a project; therefore, connecting to a server is not necessary. Since users of Basecamp access project details remotely, project team members can modify details simultaneously, share information, and keep the important details of their project current.

Features

Basecamp's key features include:

- A unique use of message boards instead of emails to share information such as document files and photos, as well as discuss and easily communicate ideas with team members and clients.
- The ability to upload and share project files (the most common file formats are compatible), add comments, create new versions of updated documents, and store the existing versions.
- Assignment of project tasks, lists, and project milestones which can be displayed in Google Calendar, Outlook, Backpack, .Mac, or iCal calendars.
- The ability to reuse project templates and create tasks or to-do lists which saves you valuable time.
- Software translation in multiple languages and the capability to easily switch languages.

- Support of the most common browsers including, Internet Explorer 7 or 8, Firefox 3 and higher, Safari 4, and Chrome 4.
 - Mobile web browser access to projects using Smartphone's such as iPhone, Blackberry, and Android.
- Chris Adams is working with Courts to add training messages on Twitter and Facebook, A discussion of pros and cons.

Pros

- Most individuals have iPhones, iPads
- If training gets canceled then it would go to their phone even when they were away.
- If training opens they are notified and can sign-up by phone or iPad.
- To overcome abuse a training and a general policy could be established statewide.
- Felt agencies needed to keep up with the needs of the younger generations.
- Cost effective.

Cons

- Will staff that does not have Iphones or Ipads feel they are slighted and want the agency to provide the equipment.
- Agencies that have prohibited the use of Social Media will this create a HR issue?
- Could there become an over use of social media?
- Will it take extra time to maintain the sites

Recommendations

- The Social Media committee feels this would be an excellent tool for STAC to work on projects together. Share trainings, handouts etc.
- They have signed the Social Media Committee a site on Basecamp to use and try out.
- As Chris Adam's group progresses he will work with the Social Media Committee to make recommendations as they implement linking their training announcements to their LMS.