

Gateway to Excellence in Quality... (Put this on the homepage with the picture of the bridge)

User Requirement Specification for ASQ Website:

Home page:

1. Should cover the entire screen
2. Introduce who the ASQ GG Chapter is. Purpose then hyperlink to detailed pages

Bikash

Landing Page: Search function in the website

Major categories:

About us- describes the chapter make up, governed by a BOD made up of industry representatives on an annual rotating schedule **Bikash**

- Current Board members. -**Geoff**
- Demographics data-**Mike (supports the bay area)**
- Dinner Meeting Frequency and Location- Chapter membership
- Dinner Meeting Annual Pass-**Vuong**
- Relationship to ASQ National- **Kate**
- Business Plan for the year- **Bikash**

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Join: **Kate/Wai**

- Chapter membership
- Dinner Meeting Annual Pass

Members only:

- Past Presentations **Bikash**
- ASQ Chapter members (need to generate a form to allow us to post member info- Name, email, phone, company address, Title, expertise, photo) **Mike**
- Industry Experts: If your Interested in a specific area... **Bikash**

Whats Up

- E newsletter- **Dawn**
- From the Chairman's corner : **Bikash**
- Sister Chapter events : **Vuong**
- Calendar of events for the year- make it a calendar with board meetings included. Hyperlink to dinner meetings section. Include National Events **Wai**
- Training Events **Jim K.**
- Chapter members in the news- announcements, articles, speaking engagements **Bikash**
- **Website is the portal for all communications, surveys etc. (Kate, Mike, Bikash) Currently 400-600 email addresses**

Dinner Meetings:

- Description of meetings, bio of speaker, location , link to Acteva Discuss RC Credits received for participation in an event or on the BOD **Mike**

Contact Us: **kate**

- membership questions:
- Dinner meeting questions
- Certification questions
- Speaking Opportunities
- Volunteers

Certifications: **Call Jim- Kate**

Description of certifications offered , hyperlink to ASQ national

Next Exam

Location of the exam

Questions about certification or the exam

Recertification information

Hyperlink to books at ASQ national

Job Postings **Brian**

Listing of job openings with a hyperlink to the job description .Each should have a contact info. Remove every 6 months.

Bulletin Board, **Mike will investigate**

Location for members to communicate with updates.