

## DCUSA Digitalisation Development Group (DDDG)

### Meeting 02

27 May 2025 (10:00 to 12:00)

[MS Teams /teleconference details:](#)

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Meeting ID: 348 567 197 214

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### Draft Agenda

No.	Topic	Paper	Lead
1.	Administration <ul style="list-style-type: none"><li>Recording</li><li>Apologies</li><li>Minutes of the previous meeting</li></ul>	Administration	Chair
2.	Last Week's Actions <ul style="list-style-type: none"><li>Follow-up on Actions from Last Week</li></ul>	Verbal	Chair
3.	DDDG Items <ul style="list-style-type: none"><li>Feedback from the DCUSA Board on DDDG 1 items</li></ul>	Verbal	Chair
4.	Review of User Feedback and Requests <ul style="list-style-type: none"><li>All feedback received via the website</li><li>Feedback or improvements from attendees</li></ul>	Verbal	All
5.	Website Review <ul style="list-style-type: none"><li>Identify DCUSA users</li></ul>	Verbal	All

	<ul style="list-style-type: none"> <li>• Agree each group's characteristics and needs</li> <li>• Map use cases for each user type, define the key things they typically want to do on the website</li> <li>• Walkthrough the website for each user type and each use case</li> </ul>		
6.	Any Other Business	Verbal	Chair