

## DCUSA Digitalisation Development Group (DDDG)

### Meeting 07

28 October 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.  | Actions <ul style="list-style-type: none"><li>Follow-up on Actions from previous meeting</li></ul>   | Verbal         | Chair |
| 3.  | DDDG Items <ul style="list-style-type: none"><li>Feedback from the DCUSA Board on previous 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   | Verbal         | All   |

|    |  |        |       |
|----|--|--------|-------|
|    | <ul style="list-style-type: none"> <li>• Identify DCUSA users</li> <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 |