

Amy Ow

From: Camille Leung
Sent: Wednesday, December 18, 2019 11:44 AM
To: Nathan Grover; Elizabeth Kimmel; Justin Kirksey; Amy Ow
Cc: Victoria Mejia
Subject: Website Clean-up

Hi All,

At our meeting today, we discussed fixing the broken "Pre-November 2019" Highlands website by doing the following:

1. Downloading and re-uploading content onto multiple pages. Pages will have a 25 mb per file max. size and will contain files according to these groups:
 - a. Archive – May be more than 1 Web Page but with heavier file load
 - b. 2017 Page
 - c. 2018 Page
 - d. 2019 going forward: Content will be broken up with 1 page per Month

Next steps:

1. Justin/Elizabeth: How much can we download at once? Where can we save it with shared access?
2. Downloading (about 250 files): Camille will talk to Victoria as to who to assign to this task. Justin to work with staff on how to download and save files to match web display name.
3. File Size Reduction: Camille will break up large files into smaller files and save using naming convention
4. Upload (more than 250 files): Camille to ask Victoria is Amy can work on this. Upload will follow file and display name naming convention (per Nate and Amy)

I will let you know what I find out from Victoria 😊

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