SKYBRARY DEVELOPMENT TEAM
5th MEETING

2 February 2010, Brussels

Venue: EUROCONTROL HQ

Meeting room: ICARE

Time: 09.00 to 17.00

TIME	ACTIVITY	PURPOSE	LEAD
09:00 – 09:10	Welcome, Introductions, meeting objectives, agenda	Information	Alexander
09:15 – 09:35	**Skybrary Strategic Progress** Review of achievements and Strategic objectives for the next two years	Oral report Discussion Decision	Tzvetomir Alexander
09:35– 10:30	**Content Development Review** Progress in achievement of content development priorities. Output form Skybrary users survey Review /validation of content development strategy and approach.	Oral report Oral briefing Discussion Decision	Alexander John Ed
10:30 – 10:50	Coffee Break		
10:50 – 12:30	**Content Development - objectives** Article review process and plan - scheduled and random Content development objectives/priorities for the next rolling period.	Discussion Decision	Alexander John Ed
12:30 – 13:30	Lunch		
13:30 – 15:30	**Content Development - issues** Improved search/filters in Skybrary (e.g. A&SI category) Google strategy in respect of article titles		Alexander

New categories
Links to commercial organisations
Highlights
Editorial process and upload control
Post 2010 funding

Time			
15:30 – 15:45	Coffee Break		
15:45 – 16:00	**SKYbrary Forum**		
	Progress report	Oral report	Nikolay
	New Forum launch	Discussion Decision	John
16:00 – 16:30	**Innovation and Design Theme**	Discussion	Alexander
	Review of home page design.		Timo
	Skybrary hazard /safety case functionality		Eelco
	"ICAO in context" article generation.		
	"To do" list.		
16:30 – 16:50	**Building Community Theme**	Discussion	Bengt
	Review of objectives.	Decision	Timo
	User profiles, communication with users.		Ed
	Marketing approaches and initiatives.		John
16:50 – 17:00	**Meeting Review & Close**		Alexander

Meeting Objectives

- To review progress against previously agreed development objectives
- To agree content development priorities for the next one year rolling period
- To agree solutions / measures in response to identified issues
- To identify further Skybrary promotion initiatives.

Meeting Deliverables

- **Sky**brary Content Development Work priorities for 2010
- Draft "To do" list
- Minutes