

# Checklist for Group Website Maintenance

As a student organizing group lunches in a given month, you are also responsible for basic maintenance of the group website (<http://spm.physics.mcgill.ca>). The website is an advertisement of our group for the outside world and also an internal communication channel for us. To keep the website up-to-date, here is the list of mandatory steps:

**1. Add all important dates to the SPM Group calendar**

Before your month starts, make sure that the Google calendar lists:

- all meetings planned
- the student responsible for pizza&website in the following month.

If something is wrong, identify and fix it. If the list of speakers is finished, notify Peter. On the first day of each month the name of the student in charge of pizza&website should be written.

**2. Check if all research subpages are up-to-date and complete**

If this is not the case, send a reminder to the responsible person. As for April 2011, some pages are still under construction. Especially this concerns the biology section:

Research subpage	Person in charge
Cell Communication (Osteoblasts)	Monseratt and Stella
Mechanical Properties of Neurons	Dalal and Margaret
Planar Patch Clamp	Helene
MEMS Biochem Sensors	Jorge and Hadi
SNOM	Monseratt
Synapse Formation	Dalal and Margaret
Viscoelasticity of Smooth Muscle Cells	TBD

Your only task is to exert an influence on the responsible person so that he or she finishes the work. Send reminders every two weeks etc.

**3. Update the list of members**

Do it every time when someone joins or leaves the group. In the latter case, add his or her name to the subpage “past members”.

**4. Update publications and thesis lists**

First check if there are any new positions on Peter’s website (<http://www.physics.mcgill.ca/~peter/publications/>). Next, ask the group members by email at the end of your month. Follow the template when you add new positions.

Regarding thesis, check if there are new positions on Peter’s website:

<http://www.physics.mcgill.ca/~peter/theses/>

**5. Write something in the news section. Be creative.**

Some good examples include:

- new publications, especially in high impact journals (attach small image)
- awards won by our group members
- new members of our group
- announcements about PhD defences of our students