

MSHA Team Meeting Minutes

Date: 09/07/2006

Time: 9:36 a.m. to 10:10 a.m.

090706MSHAminutes.doc

Attendees

1. Abigail Jessica Jones (Abi) - Scribe
2. Allison M Czapracki - Webmaster
3. Joseph Breighner (Joe) - Facilitator
4. Latanger N. Gray (Tangie) – Status Reporter
5. Rashmi Jain - Webmaster

Items Discussed:

- Allison brought up discussion of quotes for vision. Team chose:
The greatest good we can do for others is not to share our riches with them, but to reveal their own. - Benjamin Disraeli
- Discussion of team website, Allison will restructure site architecture and rebuild the CSS over the weekend, starting with the entry screen. Joe will also work on the rebuild.
- Gantt Chart vs. other documentation displays. Joe will send an email to Paul Bohman, asking for advice on showing project documentation.
- Abi will email Paul Bohman about possible open source Content Management Systems for the team website.
- Joe will set up del.icio.us account for MSHA use
- Tangie introduced status report layout, approved by team. Status report will be posted by Friday, Sept. 8.
- Team chose Verdana as font for minutes, status reports, and website.

In our next meeting:

- Identify goals for project, drivers, barriers, information sources