

# MSHA Team Meeting Minutes

Date: 09/07/2006

Time: 1:15 p.m. to 2:45 p.m.

090706MSHAminutesb.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 the idea of combining the Minutes and Status Report roles. The group decided to keep current roles until a need for new roles arises.
- Rashmi expressed the expectation that all meetings will start on time. This responsibility falls under the facilitator role. Allison updated the team roles and responsibilities for this norm.
- Rashmi, Allison, and Joe will meet between the Photoshop workshop and Dr. Clark's class to work on the team project website.
- Team brainstormed project mission. Current project mission is:

**Design and develop systematic and effective online training for mine supervisors, utilizing Job Task Analyses provided by the Mine Safety and Health Administration in cooperation with the U.S. Navy, and supported by state-of-the-art instructional design principles, processes, and learning technologies.**

- Team discussed, and is keeping Disraeli quote for team vision
- Team edited norms for clarity and brevity.
- Workforce Connections training needed! Team would like to know when we are going to receive orientation for the Learning Content Management System called Workforce Connections.
- Discussion of project goals and objectives.
- Review of Workforce Connections application and possibility of placing it on the GMU server for team use.
- Allison and Rashmi updated the Immersion website to reflect a changing directory and file structure.