

Meeting Minutes—January 29, 2008

10:05 a.m. - 12:35 p.m.

In Attendance: Rahel Woldehanna, Afua Gyasi, Matthew Mariani, Kim Monti, and Kim Amin

Old Business:

- Approved agenda for January 29

New Business:

- Task Updates
 - Client update – Kim A. set up meeting on 2/5 at Krug with Mike B. from 1 p.m. to 2 p.m.
 - Tech update – Matthew updated team website designating between Fall and Spring activities
- Shared tips with each other to transfer roles and responsibilities for next several weeks
- Meeting with Mike B. next week
 - Need to make sure we are on the same page as far as what we accomplish for the semester – express to him that we want to develop:
 - Just in time support for Adobe Connect
 - Design and set up of Collaboratory in Blackboard
 - Main goal will not focus on scheduling system for video conferencing tools
 - Focusing on Adobe Connect will allow us to create a functional prototype for T/TAC staff to test and use
 - See if Shuangbao can attend meeting with Mike to make sure he is on the same page as well
- Reviewed general Blackboard functionality
- Reviewed personas/user roles

Action Items

- Review team goals in a week after meeting with Mike B.
- Confirm Brenda's attendance – meeting with Mike B.
- Kim A: Will see if Shuangbao can attend meeting with Mike B. to discuss our revised goals for Spring
- Check with Brenda to check on permissions for Matthew and Rahel for Blackboard course shell

Next Meetings

- Next Team meeting Thursday, January 31, 2008 at 10:00 am