

## **Meeting Minutes—February 5, 2008**

10:05 a.m. – 12:05 p.m.

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

### **Old Business:**

- Approved agenda for February 5
- Approved minutes from January 31
- Approved status report for weeks 1 & 2

### **New Business:**

- Task Updates
  - Tech update – Afua worked with Matthew to set up the new home page on the Team website differentiating between the Fall and Spring semesters
- Reviewed items to discuss for meeting with Michael Behrmann. Discussed aligning issues and how they contribute to vision of the virtual collaboration center. Developed list of talking points for meeting.
- Design Research paper – Discussed the concepts behind design research to clarify team understanding. Created a list of questions to review with Brenda about the paper topic.
- Discussed personas/user roles. Will be helpful for some feedback before proceeding.

### **Action Items**

- Kim M. to create pdfs of minutes and status reports for team website.
- Review questions on design research paper with Brenda.
- Review progress on personas/user roles with Brenda.

### **Next Meetings**

- Next Team meeting Thursday, February 7, 2008 at 10:00 am