

Meeting Minutes—February 7, 2008

10:10 a.m. – 2:00 p.m.

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

Old Business:

- Approved agenda for February 7
- Approved minutes from February 5

New Business:

- Task Updates
 - Tech update – Afua worked with Matthew to post pdfs of minutes and status reports
 - Client update – Kim A. worked with Clare Talbert to set up the AT PP Adobe Connect session for 2/14 at 1 p.m. Discussed if Mike B. should be included in the session as a participant or silent observer. Kim A. will communicate with Mike B. and Brenda that the team would like Mike B. to be a silent observer. The team will not be meeting with Mike B. on 2/14 at 10 a.m.
- Recap on meeting with Mike B. Verified the scope of our Spring semester work: provide a conceptual framework and produce a broad interface with user intention scenarios behind it with a few of the collaborative tools and development tools integrated within the interface. Discussed the idea of breaking up tasks among team members in relation to creating the wireframes for the interface, and support for Adobe Connect and training tools. Came up with a list of questions to consider for each task and identified teams and task leads to answer the questions and identify a work plan by 2/12 team meeting.

Wireframes	Adobe Connect	Training tools
Matthew	Kim A. – Lead	Kim M. – Lead
	Afua	Rahel

Questions to consider for each:

- What does it include?
 - What are the end goals?
 - Time frame?
 - Usability testing?
 - What tools are we going to use? (consistent form/template)
 - What type of supports are needed? (human/training support)
 - What is the connection?
- Reviewed the team goals for Spring based on meeting with Mike B. Revised to reflect the following:
 - Create just-in-time support for usage of Adobe Connect
 - Create mini-training modules to support usage of training development tools

- Provide a conceptual framework and produce a broad interface with user intention scenarios behind it with a few of the collaborative tools and development tools integrated within the interface.
- Discussed planning for usability testing of Adobe Connect with AT PP members. Outlined broad questions that we are trying to answer with the usability testing and posted to the wiki. Defined the tasks the AT PP members should accomplish in their session for observation and questions for a follow-up survey. Kim A. and Afua will document the specific steps needed for participants to accomplish session tasks to help with participant observations. They will also work on an agenda for the participant interaction in the Connect session and develop a framework for the post-session survey.

Action Items

- Task groups answer questions and identify work plan to discuss at next team meeting.
- Kim A. and Afua to document specific steps needed for participants to accomplish session tasks, create agenda for Adobe Connect session, develop a framework for post-session survey.
- Review protocol for Adobe Connect observation and session activities and finalize post survey questions on Tuesday.

Next Meetings

- Next Team meeting Tuesday, February 12, 2008 at 10 a.m.
- AT PP Adobe Connect session Thursday, February 14, 2008 at 1 p.m.