

Meeting Minutes—February 12, 2008

Team meeting: 10:05 a.m. – 11:05 a.m.
Meeting with Brenda: 11:05 a.m. to 12:55 p.m.
Team meeting: 1:00 p.m. to 2:15 p.m.

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

Old Business:

- Approved agenda for February 12
- Approved minutes from February 7

New Business:

- Task Updates
 - Client update – Kim A. will send AT PP members an email today with the general information along with pre-session questions in preparation for the Adobe Connect session on 2/14. She has verified that all members have the equipment needed for the session.
- Reviewed steps for first round of usability testing of Adobe Connect – Revised initial PowerPoint slide that outlines the tasks for session participants. Reviewed and revised protocol for observing participants during the session.
- Met with Brenda to discuss progress on protocol and tasks for usability testing of Adobe Connect. Identified following process for testing of Adobe Connect and interface:
 - 1st round of testing – observe AT PP interact as a group with the system (Adobe Connect)
 - This round focuses on components of the system that impact the user
 - Design instruction and support related to the use of the Adobe Connect
 - Develop small module on the functionality of the system
 - 2nd round of testing - observe AT PP collaborate as a group on a task using Adobe Connect
 - In this session, test small module (see above) that supports users with functionality of system
 - Design instruction and support related to accomplishing collaborative tasks using Adobe Connect
 - Design broad interface
 - Highlight a few features found within the interface (Adobe Connect, two development tools)
 - 3rd round of testing incorporating the interface
- Team continued discussion of protocol and post-survey of Adobe Connect session. Identified the following to address in preparation for the session:
 - Identify survey methods
 - Record virtual survey after the session, but within Adobe Connect

- Send out survey via email post-session
 - Identify composition of survey (Questions for 30 minutes) to be asked by person observing the online session
 - Outline specific proceedings of the whole session on Tuesday:
 - 12:00 p.m. leave Commerce
 - 12:30 p.m. at Krug
 - 12:50 pm. Connect with person you are observing and read script
 - 1:00 p.m.: Participants log in
 - Voice chat/social time (10 min.)
 - Chat (5 min.)
 - Changing “My status” (5 min.)
 - Share “My computer” and Request control (30 min. – 40 min.)
 - Survey/questions (last 10 minutes if we only have 1 hour with participants)
 - Who does what?
 - Afua – hosts session and observes Mary
 - Kim A. – observing Estella
 - Rahel - Seunghun
 - Matthew - Soojin
 - Kim M. – observing Clare
 - Timing (see above)
- Identified need for a “dry run” of protocol and agenda. Will conduct dry run virtually in case any tasks or components are missing.

Action Items

- Kim A. and Afua will refine protocol based on feedback at today’s meeting.
- Kim A. will follow up participants via email to provide information on needed set up for session and provide pre-session questions.
- Kim A. will follow up with Seunghun to ensure that each participant has administrative access to download add-ins in preparation for session.
- Afua will create a meeting session for next team meeting in Adobe Connect.

Next Meetings

- Next Team meetings:
 - Meeting on Adobe Connect Wednesday, February 13, 2008 at 8 p.m. to perform a dry run on the usability testing virtually
 - Thursday, February 14, 2008 at 10 a.m. at Commerce
- AT PP Adobe Connect session Thursday, February 14, 2008 at 12:30 p.m. (to prep) at Krug