

Meeting Minutes—February 14, 2008

Team meeting: 10:15 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 14
- Approved minutes from February 12

New Business:

- Task Updates
 - Client update – Kim A. verified with Seunghun that all the participants for the Adobe Connect session have the appropriate add ons and plug ins on their computer
 - Tech support – Afua will upload remaining documents to team website by next week
 - Rahel reported that the development tools work group gathered contact information for instructors of tools courses to assist with our in-depth analysis of development tools for the collaboratory
- Finalized process for conducting Adobe Connect session. Afua is leading the online interaction. She will not start until everyone is online. Observers will read the script and then assist those who cannot log on as a last resort. Conducted a dry run of observer protocol and made revisions.
- Reviewed the work plan for Adobe Connect work group and Development tools work group. Discussed the need to eliminate consideration of integrating the interface with development tools until after the wireframes are complete.

Action Items

- Conduct 1st round of usability testing for Adobe Connect.
- Post observations of usability session to wiki by Monday for Afua and Kim A. to consolidate findings.
- Kim M. will align Adobe Connect work group timeline with Development Tools work group timeline.

Next Meetings

- Next Team meetings:
 - Tuesday, February 19, 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
- Meeting with Michael Behrmann Thursday, February 21, 2008 at 10 a.m. at Commerce