# Meeting Minutes—February 19, 2008

Team meeting: 10:05 am – 12:05 pm

**In Attendance:** Afua Gyasi, Rahel Woldehanna, Matthew Mariani, Kim Monti, and Kim Amin met via Adobe Connect.

## Old Business:


Plan to meet with Dr. Behrmann on February 28.

## New Business:

Reviewed findings of Adobe Connect usability test. Additional findings to note:
- Clarification of terminology with respect to Adobe Connect UI, e.g. "sharing" is important.
- Importance of noting the characteristics of the physical workstation of testers.
- Observers need to listen in on future usability tests in order to understand what they are observing in context.
- iMac users need adapter to use microphone integrated with headset for better audio quality.


Brief review of progress on training development support.

Brief review of progress on usage-centered design process and activity modeling for VCC wireframe.


## Action Items

- Add contextual information to Adobe Connect usability test findings on the wiki.
- Client liasson: Cancel this Thursday's meeting with Dr. Behrmann.
- Look at research plan framework in powerpoint on wiki and prepare suggestions.
- Look at usage centered design and activity modeling artifacts for additional comment.


## Next Meetings

- Next Team meeting: Thursday, February 21, 2008 at 10 a.m. at Commerce