

## **Meeting Minutes—February 21, 2008**

Team meeting: 10:00 am – 2:20 pm

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

### **Old Business:**

Minutes from the February 19 team meeting were approved.

### **New Business:**

Discussion of usage-centered design process.

Discussion of training development support progress, including mini-survey on tools.

Kim M. and Rahel to meet with the GMU IT accessibility coordinator regarding accessibility issues surrounding the training development tools under consideration.

Discussion of research report and presentation.

### **Action Items**

Kim to create Google calendar for consolidated project schedule of the three committees.

Matthew to determine whether Google Calendar can be integrated with 791 wiki.

Create content for research report presentation and populate slides in relevant sections

### *Deadlines*

Monday Feb. 25 by COB: PowerPoint slides for research report presentation due

Tuesday Feb. 26 Review individual PowerPoint slides at team meeting

Wednesday Feb. 27 Kim Monti to assemble complete presentation

Thursday Feb. 28 Review and practice presentation at Team meeting (mtg with Dr. Behrmann sched for 10am)

Monday March 3 Presentation

### **Next Meetings**

Next Team meeting: Tuesday, February 26, 2008 at 10 a.m. at Commerce