

Meeting Minutes—February 26, 2008

Team meeting: 10:00 am – 1:35 pm

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

Old Business:

Minutes from the February 21 team meeting were approved.

New Business:

Matthew updated the team on his meeting with Shuangbao. Shuangbao indicated that the essential use cases and task model maps would be useful to him in doing flow charting for implementation of VCC.

Discussed upcoming client meeting originally scheduled 10 am to 2 pm, but changed to 10 am to 12 pm per Alla.

Meeting agenda:

- 1 VCC (clarify expectations on wireframe)
2. Dev tools (include Epiplex)
3. Adobe Connect

Update on Kim Monti and Rahel's interview of Kara, IT Accessibility Coordinator. Advised to pursue Captivate and avoid Flash. AVI said to be better format than Flash for accessibility. Mini-survey is ongoing. Followup planned.

Reviewed research plan slides. Kim Monti assembled all slides into one presentation.

Reviewed Google schedules for iTeam subcommittees.

Confirmed with Brenda we will not do a research paper in favor of spending more time working on our project.

Action Items

Subcommittees continue work on project elements.
Confirm location of client meeting on Thursday Feb. 28.

Next Meetings

- Next Team meeting: Tuesday, February 28, 2008 at 9:30 am at Commerce