

Meeting Minutes—February 28, 2008

Team meeting: 9:30 am – 1:37 pm

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

Old Business:

Minutes from the February 26 team meeting were approved.

New Business

Prepared for presentation and 10 am meeting with the client.

Briefed the client on our current approach and asked for feedback.

The client reiterated his desire for a system that employs a professional conference metaphor.

Presented Epiplex demo.

Discussed and accessibility issues involved in choosing training development tools.

Matthew gave brief overview of the usage-centered design process.

Action Items

Subcommittees continue work on project elements.

Read articles on usage-centered design process.

Read UCD book.

Review user roles and use case review.

Clarify meeting schedule with the client for the remainder of the semester to resolve conflicts.

Next Meetings

- Next Team meeting: Tuesday, March 4, 2008 at 10:00 am at Commerce