

## Meeting Minutes—March 4, 2008

Team meeting: 10:00 am – 1:55 pm

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

### **Old Business:**

Minutes from the February 28 team meeting were approved.

Status report dated February 29 approved as amended to include documentation of client meeting on the previous day

### **Old Business:**

Kim Monti reported on progress regarding training development tools support. Cutoff for related survey is Thursday, March 6. Received 10 surveys to date. Will meet with Shawn Miller of IRC to inquire about podcasting tools. Adobe accessibility contact has not yet returned call. lynda.com looks like a good resource.

Discussion of training related user roles.

Continued discussion of training related user roles and task cases.

Bin for design ideas set up on Wiki.

Ala's confirmation of remaining Mike meeting times.

3/6 - canceled.

3/27- will let us know

4/10 has been changed to 12:30 pm on 4/8

4/24 - time changed to 12:00 -2:00 pm

5/1 and 5/5 - confirmed.

New master schedule for remainder of the semester:

3/4 to 3/18 Use Cases

3/19 to 3/25 Task modeling

3/26 to 4/1 Flow charting

4/2 to 4/8 Wireframing

4/9 to 5/5 Visual Design

### **Action items:**

Generate task cases.

Subgroups adjust schedules according to schedule above.

### **Next Meeting:**

Next Team meeting: Thursday, March 6, 2008 at 10:00 am at Commerce