

Meeting Minutes—April 8th 2008

10.50 a.m. – 2.40pm

In Attendance: Afua Gyasi, Matthew Mariani, Kim Monti, and Kim Amin

Old Business:

- Review and approval of meeting agenda
- Review and approval of last meeting's minutes

New Business:

- Task Updates:
 - iTeam role changed
 - Matthew - looked at Flash lite and its accessibility issues. It is possible to convert flash to flash lite but the accessibility implications are unclear.
 - Rahel contacted Kara Zirkel to understand the difference between .avi and flash file in terms of accessibility. However, the difference was not clear.
 - Kim M. showed us the PowerPoint she has designed using camtasia and asked for suggestion.
 - Afua added the final presentation PowerPoint layout

Action Items

- Matthew will start looking at .avi and flash file and how to making them accessible and test it.
- Everyone will look at PowerPoint presentation about Camtasia created by Kim Monti
- Everyone will look at the example created by Rahel

Next Meetings

- Thursday