

## Meeting Minutes—April 10<sup>th</sup> 2008

9:00 a.m. – 1:00 pm

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

- Task Updates:
  - Kim Amin created flow charting and took us through it.
  - Afua scheduled adobe connect meeting for Friday April 11 and sent email to all participants.
  - Kim Monti showed the training PowerPoint/
  - Matthew made a flash file and changed it to an .avi format using Camtasia to see the conversion process. He presented an example of it.
  - Matthew made changes to the sample prototype
    - Created “Browse the web” feature inside the iFrame
    - Talked to us about using Google calendar which can be integrated with other calendars( outlook/ personal calendar etc). He added it to the prototype.
  - We received Camtasia and captivate software
  
- Update schedule with end of semester tasks:
  - Final presentation practice by Friday May 1st
  - Complete final presentation by Wednesday April 30
  - Prototype will be tentatively completed by Monday April 28
  - Finish flow chart by Thursday April 17
  - Review training tools by Friday April 25

### Action Items

- Everyone will look at the PowerPoint presentation created by Kim Monti
- Afua will get phone numbers of usability test participants before Friday’s meeting.
- Afua will start working on the first part of the final presentation. ( She will create sections of the three prong approaches) and everyone will populate sections. Matthew will start putting together the intro section for the final project
- Rahel will put together the concept for the training tools for Friday usability test.
- Matthew will check will Kelly in getting access to commerce lab on the weekends.

### Next Meetings

- Virtual usability test on Friday April 11<sup>th</sup> at 9:30 am ( iTeam will meet at 9:15 to test everything)
- Tuesday