<p style="text-align:center">**Meeting Minutes—April 17th 2008**</p>

<p style="text-align:center">9:00 a.m. – 2:00 pm</p>

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

Discussion Topics

Decide on assistance with Portfolio and Resume
- o Career Center meeting- Individual meeting
- o Graphic Artist- meet with Jeffery Richards on May 6th
- o Accessibility and CSS assistance- meet with Paul B. on May 7th

Review meeting with Dr. Behrman
- o Make adjustment to the best practices section in regards to discussion area, best practices monitor or panel role and overall setup.
- o Add Blackboard section to the workspace area to meet the already existing system in addition to the wiki.
- o Get some feedback from TTAC staff as soon as possible
  - ▪ Individual usability test using the wiki.
  - ▪ General overview of the sticky (concept modeling)
  - ▪ On semantics used in the flowchart.

Task Updates (including sub-team and final presentation)
- Kim M. briefed us about training tools overview section
- Rahel showed the TTAC website tour example and her challenges with some features.
- Matthew briefly informed us about some of the challenges regarding multiple format of video for accessibility.
- Kim A and Afua distributed the Adobe connect document.

Content Modeling/Flowcharting

Action Items
- Matthew will contact GMU TTAC staff (Clare, Seunghun and Soojin) to arrange a meeting for next week.
- Team will review the presentation done by Kim M. In addition Afua will meet with Kim M. to assist her with script writing.
- Kim A. will look at Adobe Presenter and prepare an outline on general information: basic features, usability, and accessibility.
- Rahel will send email to Matthew to get some feedback regarding to accessibility.
- Matthew will write up a brief description of different issues related to video accessibility.
- Matthew will draft a protocol for the usability test

Next Meetings
- Monday at 12:00