Meeting Minutes—April 21st 2008

12:00 a.m. – 4:00 pm

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

Discussion Topics

Protocol
- Matthew briefly discussed the protocol

Logistics for Wednesday prototype and flowchart usability test

Time line	Task	Presenter
11:30- 12:00 pm	Arrival to setup/practice	iTeam
12:30- 12:50 pm	Lunch	TTAC staff & iTeam
12:45- 12:50 pm	General Introduction	All
12:50 – 1:00 pm	Higher level of process as far as VCC	Matthew
12:50 – 1:30	Usability test	

Usability test sub-table:

12:50- 12:55 pm	Introduction (protocol)	Afua
1:10- 1:30 pm	observation	Individual - Clare- Kim M - Mary – Afua - Seunghun– Rahel/Kim A - Soojin / Matthew
1:10 - 1:30 pm	Post survey	Rahel

Time line	Task	Presenter
1:30 – 2:00	Flow chart	Kim M.

Scribe: Kim A/ Kim M.

Flowcharts
Reviewed the printed out charts

Semitics changes

Flow chart name	Prototype name	Final name
Meeting management options map	Schedule meeting	Schedule and manage meetings
Getting started wizard & VCC tour	Explore options	Getting started - VCC tour
Training collaboration map	Collaborate on training	Training development
Work spaces map	Go to work spaces	Go to work spaces
Search	Search	Search
Sync comm widget	Communication	Communication

Prototype

Action Items
- Afua will order lunch and Matthew will bring drinks.
- Matthew will make Semitics change to the prototype

Next Meetings
- Tuesday at 10:00 am