

Meeting Minutes—April 24th 2008

9:30 a.m. – 2:30 pm

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

New business

- **Final presentation**

Key finding

- Performance Analysis
 - Needs analysis
1. Experiential strategy – use collaborative tools

Ourselves as the iTeam-Wikis- Web Conference
 2. Usage Centered Design Process
 - Roles
 - Tasks
 - Content modeling
 3. Convergence of 1 & 2

Theory

1. CoP
2. ILDF
3. Activity theory

Overall Approach

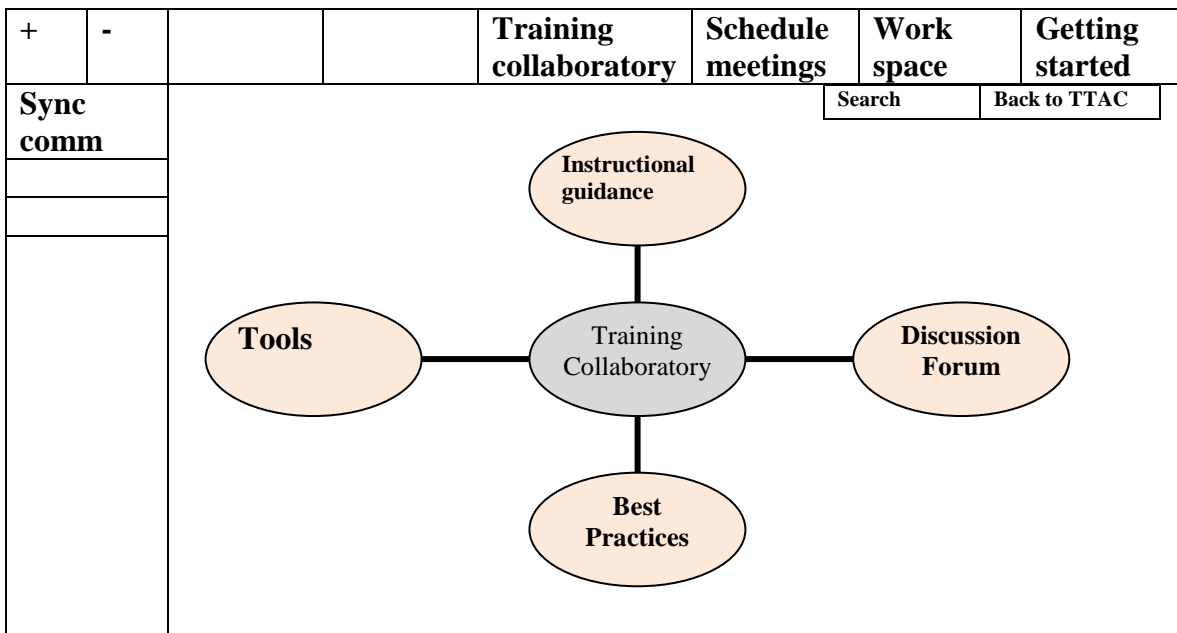
- VCC concept Drawing
- Goal of VCC
- The Three prong approaches (Training, Adobe connect and VCC)
- VCC prototype – Round 1
 - Usability test
- VCC prototype – Round 2
 - Usability test
- Final

Presentation -

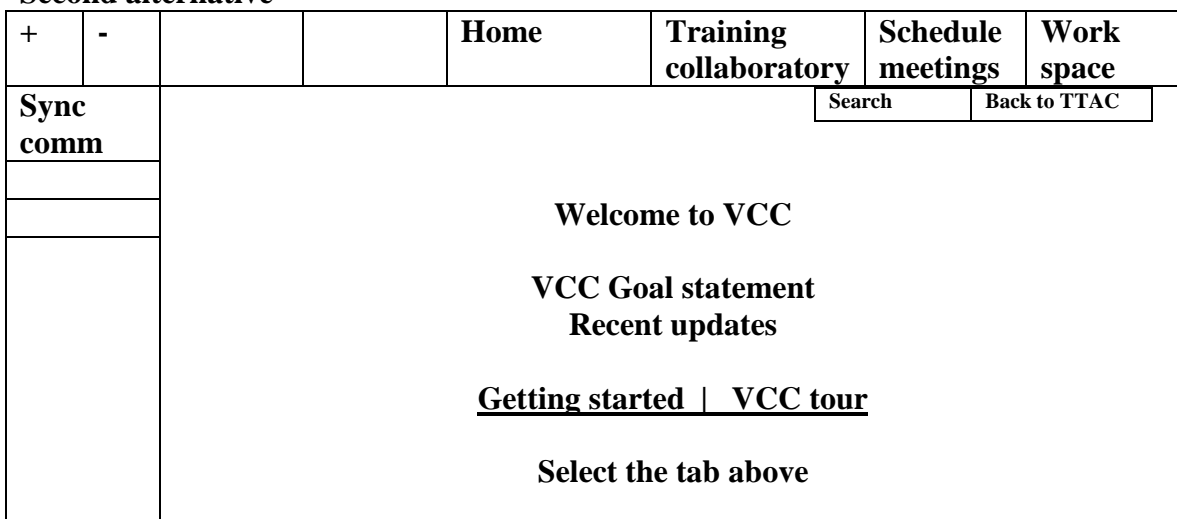
PP -Slide section	Presenter and person who will populate the section
Introduction	Matthew
Goal of VCC	Kim A
Adobe Connect	Afua
Training Tools	Rahel
Prototype	Kim M
Recommendation	Team
Acknowledgement Reference	Afua

- **Task Updates:**
 - Kim M started working on a demo that shows how to produce accessible video format with captioning.
 - Matthew looked at what Rahel did for the accessibility and he was able to do everything using the keyboard except moving the slider. However, the captioning doesn't get recognized by the JAW screen reader software
- **Prototype review based on the usability test analysis**

1st alternative



Second alternative



Action Items

- Everyone will try to populate the different sections

Next Meetings

- Monday April 28th at 10:00 am