Meeting Minutes—April 28th 2008

10:00 a.m. – 2:30 pm

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

Task Updates:

- Kim M worked on the wiki layout and presented it to the group
- Matthew presented the changes he made to the prototype
- Afua presented the PowerPoint on accessibility
- Kim A. tried to find ways to add captioning to make adobe presenter accessible. She found out that adobe doesn't have the features.
- Everyone populated the final presentation

Meeting with Jeff

Agenda

Introduction

- Concept graphic
- Prototype
- Wikis

Questions

- How can we make this visually effective
- Should we stick with familiar
- Does he have any graphics to share
- Develop some artwork that represents (tools, best practices…)
- How soon can we get it? (preferably by Friday May 2)

Task:

Introduction and Questions: Afua
Concept Graphic and Prototype – presenter: Matthew
Wiki presenter: Kim M
Scribe: Rahel

Changes to flowchart

Training Collaboratory (Top level) area (Kim A)

Take out – Tutorial/resources and list of training tools
Change the shape of the form to a rectangle

Training Collaboratory area (Afua)

Take out- Tutorial/resources & overview of training tools
Change tutorial support-to tutorial/resources
Change go to Asynchronous support – to discussion forum

Wiki (Kim M)

Add- expert list under each tools and best practices

Rearrange the tools area as

1. Topic (AT, Autism …)
2. Accessibility (Visual, Hearing, …)
3. Tools (Camtasia, Captivate, …)
4. Instructional guidance (Learning activities)

5. Title & abstract (Alphabet & list, audio(format), video (format))

Best Practices

Create the best practices form- (Rahel)

Schedule and manage meeting

Change "go to my meeting" to "enter meeting" (2 different places) - (Kim A)
Combine manage meeting and access meeting-(Matthew)

Prototype (Matthew)

Add the expertise of individuals under the Sync comm.
Take out the training collaboratory

Action Items

- Everyone will try to look at the accessibility presentation done by Afua and give her feedback.
- Everyone will post recommendations to the VCC bin
- Everyone make changes or adjustment to the flowchart

Next Meetings

- Tuesday April 29th at 10:00 am