

## **Meeting Minutes—April 29<sup>th</sup> 2008**

10:00 a.m. – 2:30 pm

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

### **Task Updates:**

- Afua is working on the accessibility Camtasia page and have some challenges with the audio. In addition, she combined the final PowerPoint presentations.
- Rahel created the best practices forms. In addition she will send TTAC tour to video to Clare.
- Matthew updated the training development tab logo and created two ways of going to the VCC section.
- Kim M updated the Best Practices areas.
- Kim A. updated the training collaborator flowchart.

### **Flow Chart**

#### **Changes to flowchart**

#### **Training Collaboratory (Top level) area (Kim A)**

- Move on the fly conference to access VCC
- Change the shape of the form to a rectangle

### **Action Items**

- Meeting with Dr. Behrmann will be canceled by Matthew
- Get accesses to the final presentation room for practice - Matthew

### **Next Meetings**

- Wednesday April 30<sup>th</sup> at 10:00 am
- Thursday May 1<sup>st</sup> at 10:00 am