Meeting Minutes—April 30th 2008

10:00 a.m. – 2:30 pm

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

Task Updates:

- Matthew made few changes to the front page of the prototype to represent the staff directory. In addition, he added another tap for the web conferencing on the fly widget under the Communication widget.
- Kim M. changed the main link from discussion board to web conferencing spaces.

Final presentation

Introduction section- Key finding- Matthew M.
"Working smarter, not harder"

1. Web conferencing
   - Sharing links and resources
2. Scheduling of web and video conferencing
3. File storing, sharing and revision
   - Team, topic specific
4. Support for interactive and online training
   - Accessibility options for use
   - Limit F2F interaction

VCC introduction section- Kim A.

Adobe Connect- Afua G.

- Rearrange the order of the slide. (After each usability test, have a data/summary)
- Have picture of the usability guide
- Include expert review after the first usability test.

Tools collaborative- Rahel W.

- Say that the survey was done on the AT PP group
- Instead of web accessibility as a theme – say we paid close attention to accessibility tool. It is evidence as you go through the training collab. In addition, TTAC is for children with disabilities.
- Mention that we asked staff to rate the recommendation

Prototype- Kim M.

- Move flow chart before the design decisions
- Need to be reorganized.

Action Items

- Matthew will inform Jeff that we liked the initial log.

- Matthew will ask AT PP if they can give us the URL for their wiki.
- Matthew will post food arrangement to EDIT 791 wiki
- Everyone will work on the final PowerPoint and post their changes.

Next Meetings
- Thursday May 1st at 10:00 am
- Friday May 2nd at 10:00 am
- Sunday May 4 at 11:00 am