<div align="center">**Meeting Minutes—May 1ˢᵗ, 2008**</div>

<div align="center">10:00 a.m. – 2:30 pm</div>

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

Task Updates:

- Afua showed the accessibility captivate she created and got some feedback.
- Matthew upgraded the meeting scheduling area by adding indicators and radio buttons to make it interactive for our final presentation. In addition, he added green and black indicator for the instant meeting.
- Rahel sent TTAC tour created using Camtasia to Clare for feedback.
- Kim A. updated the Adobe connect user guide to address some of the challenges for non host account holder to uploading information.
- Kim M. added some page to the wiki.

Final presentation

Prototype- Kim M.

- o Flow of the prototype presentation
  - ➢ Start
    Instructional Guidance
    - Presentation of content
      - o PPT
        - TTAC tour (descriptions)- Rahel [Add description]
          - Camtasia
          - Captivate

    Training Development tools
    - Camtasia
      - o Overview
        - Link to accessibility in Best Practices
          - How we made project accessibility [Add description] Afua
          - Consideration for multiple format - [Add description] Matthew
      - o Go to accessibility best practices [Add a new link]
        - Tools [Add a new link]
          - o Camtasia
            - Afua accessibility video
            - Matthew's Multiple format video
    Best Practices
    - o Contribute to Best Practices
      - Best Practices form

<div align="center">**Note search function**</div>

Marlene's scenario

- ➤ Walk in talk about the idea of after driving for 12 hours for meeting
- ➤ Training Collaborator
  - o Download file from Marlena's page
    (Speech Recognition PPT)
  - o Tutorial/ Resources area to search for info
  - o Still needs help
  - o Uses communicate button to find Crystal Bert
    - ▪ Makes contact
    - ▪ Agrees to get on instant meeting
  - o Go to instant meeting button
    - ▪ See 1st conference area is available
      - • Go to that area
  - o Marlene will share
    - ▪ PPT/Having problems publishing
  - o Crystal Bert
    - ▪ No-use Camtasia
    - ▪ Let me show you
    End conference
  Marlena is happy
  - o Uses Camtasia
  - o Uploads new file

Action Items

- ▪ Each team will add description to the presentation they have created.
- ▪ Kim will add- "by tools" and "by disability type" sections under the BP- accessibility section.
- ▪ Matthew add Crystal and Marlene to the Sync comm. widget

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