Meeting Minutes—September 11, 2007
10:20-11:55

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

Old Business:

Approved agenda for September 11
Approved the minutes from September 6

New Business:

Project website
o   Look at using Wiki
o   Using list of content currently on Wiki
Team norms
o   Going with the list on the Wiki
Team ground rules
o   Working collaboratively on a document
▪   When making changes to our work, lock the Wiki page by clicking on Edit
▪   Open the Word doc
▪   Make changes in track changes
▪   Save the edited document to the Wiki page
▪   Make any comments page regarding your changes on the Wiki
▪   May find the need to fine tune the above plan
o   Most other ground rules were discussed with some minor edits

Action Items
Matthew is going to start website layout in Wiki
Team will make comments regarding website lay out on Thursday, September 13
Kim M. is making updates to the ground rules based on the team discussion
Team will review Kim's updates and provide feedback by Thursday
Team will review roles and responsibilities and provide feedback by Thursday

Next Meeting

Thursday, September 13, at 10:00-12:00