

Meeting Minutes—September 13, 2007
10:20-11:55
1:15 -2:30

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

Old Business:

Approved agenda for September 13
Approved the minutes from September 11 after correcting typos

New Business:

Team ground rules

- Continued to work on ground rules
- Revisit the ground rules monthly to evaluate the need for changes in the ground rules
- Next evaluation on October 16

Team roles

- Removed back ups positions as each team member is equally responsible for the success of the team and project
- Combined Project Coordinator and Meeting Facilitator
- Revisit the team roles monthly to evaluate the need for changes in the description of the roles and the person performing the role
- Next evaluation on October 16
- The current roles will be:
 - Project Coordinator/Meeting Facilitator—Kim M.
 - Technical Support—Matthew
 - Client Liaison—Afua
 - Quality Control—Rahel
 - Scribe—Kim A.

Team Website

- Group website content together:
 - Home page
Vision, Mission, Goals
 - Team page
Roles, Ground Rules, Portfolios, Team Picture
 - Team Meetings page
Agendas, Minutes, Status Reports, Planning
Calendar/Project Schedule
 - Deliverables page
Performance Analysis
Needs Analysis
 - Resources page
Links to TTAC Online
Other

Project Concepts

- Discussed the several ideas that we have generated

Action Items

Team to develop and post to Wiki by Tuesday questions/ideas based on concept map and Matthew's comments

Afua will contact SMEs

- Thank them for their time the past Monday
- Get copy of each of their presentations
- Get copy of Amy's raw data
- Ask them their preferred contact method

Kim M., Rachel, and Kim A. will review past project needs analysis

Next Meeting

Tuesday, September 18, at 10:00-12:00