

Meeting Minutes—September 18, 2007
10:10-12:00

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

Old Business:

Approved agenda for September 18
Approved the minutes from September 13

New Business:

Team ground rules/roles/ responsibilities

- Kim M will put ground rules in a Word doc for posting to our team's website

Team Website

- Go with hard coded website
- Wiki for our work area
- 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
May link to Wiki or have links from here

Concept Map

- Decided to develop questions for client based on our map groupings to get an idea of what direction we should head in—see notes listed below

Action Items

All team members post questions for SMEs on the Mission/Goals page of the Wiki

Next Meeting

Thursday, September 20, at 10:00-12:00 (F2F)

Project ideas based on Concept Map groupings

Idea 1

MB said: Another interesting thing to think about that I wouldn't mind seeing is a way to automate the data, you know, of who's using it and where they're using it because, I mean, the data mining that Shuangbao and Amy have done requires a lot of man hours, a lot of digging into it. And figuring out some key elements that would be able to give us feedback on who's using what and how they're using it and how they feel about it would be something that I would find particularly valuable, so that we could build the system and we could adjust to where the demand is.

Our idea:

System-wide evaluation of T/TAC Online

Analysis of traffic to the site to determine where people are going, who is going to what and when they are going

Feedback mechanisms (visitors to the site-did it meet their needs)

To deliver customized content based on actual need (**matches with customization**)

Also helps market website (**matches with marketing**)

Idea 2

BBR: T/TAC professionals—network, relationships, push versus pull technology

AF: Specialized groups

MB: Specialized groups requesting information customized for that disability type

Our idea:

Explore means of collaboration that work with system/ organization constraints using emerging technologies (**matches with collaboration and marketing**)

Web 2.0

Other emerging areas

Idea 3

MB: Move T/TAC Online to use of emerging Technologies

SW: Move away from template from of webshops

Our idea:

Analyze options for using emerging technologies to deliver training (**matches with site content—training and/or support for mobile handheld devices**)

Web 2.0

Podcasting

Flash

Handheld/Mobile devices

Croquet

Or specialty focused (ADHD, Autism)