

Meeting Minutes—October 9, 2007
10:05-11:30 and 11:50-2:15

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

Old Business:

- Approved agenda for October 9
- Approved the minutes from October 4
- Submitted Performance Analysis
- Confirm meeting with Mary Wilds for week of October 15

New Business:

- Meeting with T/TAC staff on Thursday regarding the video conferencing tools in Krug Hall at noon
 - Kristine Neuber-VI Program Coordinator
 - Anna Eumenova
 - Marci Kinas-SD Consortium Coordinator
 - Shuangbao Wang

- Agenda of our meeting on Thursday
 - Review of PA Recommendations
 - Reaction to recommendations
 - Tools Introduction
 - What are all of the distance communication tools that they have (video streaming/conferencing, flash, captivate, camtasia, podcasting, Adobe connect, polycom)?
 - What are the tools that you would like to have?
 - What are the tools capable of?
 - How are they currently using the tools? (Ideal usage? Barriers?)
 - How would they envision using the tools in the proposed virtual collaboration center on T/TAC Online?
 - Who else would have valuable input on these ideas? (Who should we talk to?)
 - Which of these tools can the team access/ try out on our own?
 - What are some of the accessibility issues with these tools?

- Our team's **draft** Vision, Mission, and Goal
 - Vision—Our vision is to enable the T/TAC community to share information through effective and collaborative communication
 - Mission—Our mission is to facilitate communications among T/TAC professionals through T/TAC Online and to enhance information dissemination by providing opportunities and resources for collaboration and customization.
 - Goals—
 - Development of a virtual collaboration center
 - Creation of resources to support T/TAC staff development with respect to their ability to use newer training creation tools
 - Customization of T/TAC Online content for individual users

- Needs Analysis Planning
 - Confirm Issues and Audience
 - Confirm that our recommendations are on track
 1. How to use available collaborative technology resources to maximize the benefit of enabling the use of collaborative technology resources?
 - a. Why didn't they use the collaborative tools available to them previously? (Yahoo groups, blogs, Blackboard, discussion forums)
 - b. How exactly are they communicating now? How frequently? With whom? For what purpose? How many people are using what? What do you like to use? Are specific groups using specific tools? Who are they? (Priority projects? Or all staff?)
 - c. What are the technical limitations?
 - d. What is the T/TAC staff's existing knowledge on collaboration tools? Would they be open to using new tools? Why? How has the T/TAC staff adapted to changes in the past?
 2. Creation of resources to support T/TAC staff development with respect to their ability to use newer training creation tools
 - a. What difficulties do they have in developing training? How would you like to see F2F training transferred to the online environment? What are the limitations of current online training?
 - b. How exactly do you provide online training? What mechanisms do they currently use? Who identifies training priorities? Who identifies training content?
 - c. What kind of training does T/TAC staff want for T/TAC staff?
 - d. What is your level of technology savviness?
 - e. What is the preferred method of online training?

- f. Do you think T/TAC should create online training?
 - g. In the last year, how many webshops have been created by T/TAC staff?
 - h. Which webshops are viewed the most?
 - i. What are the examples of a webshop?
 - j. Is there best practices of webshops that you would like T/TAC Online to emulate?
3. Customization of T/TAC Online content for individual users
- Establish Goals and Objectives
 - Determine Information and Literature Search
 - 1. Data mining email archives
 - 2. Review sampling of webshops
 - Identify Data Collection Methods

Action Items

- Team picture Thursday, October 11
- Afua to send email to Mary Wilds
- Afua to send email with PA Recommendations to the T/TAC Staff we are meeting with on Thursday
- Each team member to look at “Customization of T/TAC Online content for individual users” with respect to the Needs Analysis
- Each team member to look at the collaboration tools posted on the “Other Resources” page

Next Meeting

Thursday, October 11, 2007 at 10:00 AM