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Meeting Minutes—October 16, 2007
12:25-2:10

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

Old Business:

- Approved agenda for October 16
- Approved the minutes from October 11
- Task Updates
    - Team will stay logged into Skype for online communication when we are not meeting F2F
        - Monday: 9:00-noon (Virtually)
        - Tuesday: 10-2:30/3:00 (F2F)
        - Wednesday: 9:00-2:00 (Virtually)
        - Thursday: 10:00-2:30/3:00 (F2F)
        - Friday: 9:00-5:00 (Virtually or F2F)
    - Roles and responsibilities review postponed for two weeks

New Business:

- Tools/Technology
    - List of all tools
    - T/TAC uses
    - For each tool
        - What it is capable of doing
        - What are the technical constraints
    - Interplay between tools, between tools and web interfaces, etc
- People
    - End Users—How tech savvy are they? What do they currently use?
    - SMEs
        - Marci
        - Shuangboa
        - Michael
    - Tech support people at other universities—What constraints do you have? What technology applications do you currently have?
- Meeting with Mary Wilds on Wednesday, October 17 at 11:00
    - Show her the Performance Analysis Recommendations and the flipchart sheets from Michael

Action Items

- Each team member to post ideas questions regarding Tools and People before Thursday
- Kim A. to move NA Planning questions to tools and/or people pages
- Rahel to move Data Collection to tools and/or people pages

Next Meeting

Wednesday, October 17, 2007 at 10:30 am
Thursday, October 18, 2007 at 10:00 am