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Meeting Minutes—October 18, 2007
10:25-2:30

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

Old Business:

- Approved agenda for October 18
- Approved the minutes from October 16
- Tasks
  - Afua sent a thank you/follow up email to Mary Wilds

New Business:

- Recapped meeting with Mary Wilds
- Review/edit/discussion of People and Tools page on Wiki

Action Items
- Each team member of the team will work on their section of the draft Needs Analysis—to be posted by Monday
- On Tuesday, we will finish questions to AT Priority Project
- Afua will send a thank you email to Clare Talbert
- Afua will send email to Shuangbao regarding meeting with him next Tuesday
- Next week we will try to meet with Shuangbao and AT Priority Project folks
- Next week (possibly Wednesday 9-11) try Adobe Connect
- Team members will begin to look at tools as listed below

Tools	Shuangbao	AT Priority Project team
What tools exactly? Who will explore what tool? • Matthew-Movi • Afua-Adobe Connect • Kim M.-podcast • Kim A.-Polycom/Tanberg • Kim M.-Blackboard • Rahel-Flash • Wiki • Blogs	• Overview of VCC • What we plan to do • Explore tools • Anything specific • We need to investigate related to tools? (specs. Etc.)	• Try to schedule meetings-general usability questions • Virtual or F2F—Tuesday/Wednesday/Thursday—10 am to 2 pm • Over next few weeks

Next Meeting

Tuesday, October 23, 2007 at 10:00 am