

Meeting Minutes—October 23, 2007

10:00-2:45

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

Old Business:

- Approved agenda for October 23
- Approved the minutes from October 18
- Tasks
 - Meeting with Shuangbao at noon on Thursday
 - Meeting with GMU AT Priority Project group 10:00-noon on Thursday

New Business:

- Graduation paperwork/info-tabled until Thursday at 2:00pm when we will talk with Kelly
- Tool review—will draft and send chart to Marci for her to further direct us
- List of “People” questions—reviewed and tweaked
- Agenda for Thursday’s meeting with AT team
 1. Review of PA and Recommendations
 - a. Process
 - b. Review Potential Solutions
 - c. Meeting with Mike—recommendations
 - d. Meeting with Mary
 2. Q & A
 3. Review of high level brainstorm graphic
 4. Questions
- Still need to work on additional documents
- Personas for AT Priority Project and T/TAC Tech Support
- Competitive Analysis
 - LD Online
 - T/TAC Regional Sites
 - State of Maryland
 - GMU Collaboration Center (Sharon Pitt)
- Theoretical underpinnings

Action Items

- Each team member to bring food for Thursdays meetings:
 - Matthew-Cheese and crackers
 - Kim-Plates, napkins, cups, utensils
 - Rahel-Fruit
 - Afua-Drinks
 - Kim-Veggies
- Kim A.—draft tools chart (name of tools, model, best contact) for us to send to Marci
- Afua--following up with more of the AT teams
- Matthew—to look up tech savvyness chart
- Personas-Matthew and Kim M. will post by Sunday by noon
 - Team will review persona postings by Monday
- Competitive Analysis by Tuesday-team members as listed
 - Check to see if the following has a collaborative center or online training-- If they have collaborative center/training, what do they have, who is it for and how is it used?
 - LD Online—Kim A.
 - T/TAC regional sites
 - VCU-blogs—Kim A.
 - VT-podcasting—Kim M,
 - Radford-Rahel,
 - William and Mary-Rahel,
 - JMU-Afua,
 - ODU-Matthew
 - State of Maryland—Kim M.
 - GMU Collaboration Center (Maybe entire team)
 - Look for other virtual collaboration centers (NSF, other co laboratories)—Rahel and Kim A.

Next Meeting

Thursday, October 25, 2007 at 10:00 am with GMU AT Priority Project group