

Meeting Minutes—October 30, 2007

10:30-2:30

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

Old Business:

- Approved agenda for October 30
- Approved the minutes from October 23
- Tasks
 - Meeting via phone from 11:00-1:00 with Brenda Brady from ODU on Thursday, November 1
 - Meeting with Mary Wilds on November 8
 - Meeting via phone 11:00-1:00 with Debbie and Carol from JMU on November 13
- Personas
 - Added more to T/TAC Tech Support Persona
- Competitive Analysis
 - Went over what we have collected so far. Will follow up with Brenda

New Business:

- Needs Analysis (proposed new format)
 - ID & Define Problem
 - Limit to # 1 and 2 from recommendations
 - Demographics
 - Survey/ Interviews
 - (Existing) Knowledge/Training Gap
 - Existing knowledge on collaborative environments
 - Progress on interviews with AT PP member
 - What they currently use
 - What they know exists
 - Level of knowledge related to computer skills
 - Ethnographic research on level of knowledge related to what they currently use in a collaborative environment and what they know exists
 - (Existing) Technology/Tools gap
 - Existing tools—current inventory of tools that T/TAC has
 - Hardware infrastructure to make it work
 - Existing tools/technology outside of T/TAC
 - Ideal performance/tools
 - Ideal knowledge/skills
 - Ideal technology tools
 - Step by step process to use vcc (TBD)
 - Analysis and Recommendation
 - Gaps identified between existing ideal knowledge
 - Gaps identified between existing technology tools

- Tools
 - Looked at and decide to begin to populate what we can

Action Items

- Afua--following up with the VT and VCU AT teams and John from VDOE
- Everyone look at their tools to add information that can be gotten before we meet with Michael
- Everyone to look at Tools/Technology list/questions to see if there are any questions that we need to update
- Talk with Brenda re:
 - Feedback on personas
 - GMU Collaboration Center (Sharon Pitt)
 - Confirmation of group analysis
 - T/TAC or IT 800# for conference calls
 - Video conference vs. web conference
 - Task Analysis
 - Meeting with Michael B.

Next Meeting

Thursday, November 1, 2007 at 10:00 am