

Meeting Minutes—November 6, 2007

11:00 – 2:45

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

Old Business:

- Approved agenda for November 6
- Revised the minutes from November 1
- Tasks
 - Afua reported that we will meet with John Eisenberg on November 8 at 10:00
 - Afua reported that she sent an email to Mary Wilds regarding face to face with her on Thursday
 - Afua reported that we can meet with Michael and Shuangbao Wednesday, November 14 from 11:00-11:45

New Business:

- Prep for conference call with John Eisenberg and face to face with Mary
- Prep for meeting with Mike and Shuangbao
- New formats
 - Outcomes
 - Existing vs. Ideal Format
 - Design of instruments/protocol
 - Survey—2 weeks
 - Video Analysis—2 weeks
 - Analysis of the data
 - Report out—elaborate on needs analysis
 - Some questions iTeam needs to ask themselves/confirm
 - What do we need to know?
 - What is the need?
 - What we've learned
 - What Stakeholders are concerned with
 - (reconcile audience need with idea of virtual collaboration center)
 - Some themes iTeam needs to ask in a stakeholders
 - Using technology to support collaboration at a distance
 - Evaluate effectiveness of resources on T/TAC Online vs. F2F interactions or training
 - Customizing T/TAC Online site (e.g. redesign of T/TAC Online)
 - Other T/TAC organization needs related to design of development of T/TAC Online
 - Virtual collaboration center
 - What tools do you use now for collaboration in T/TAC
 - What tools would you be comfortable using for collaboration in T/TAC Online

Action Items

- Collaborate online on Wednesday regarding what to ask John and Mary
- Read survey book and put info Wiki

Next Meetings

Wednesday, November 7, 2007 from 7:30-9:30 virtually

Thursday, November 8, 2007 at 9:30 am F2F

Monday, November 12, 2007 at 1:00 pm in Commerce I with Brenda and Michael