

## Meeting Minutes—November 13, 2007

10:20-11:00 and 12:20-2:00

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

### Old Business:

- Approved agenda for November 13
- Tasks
  - Afua reported that she has been in contact with Jennifer from the GMU conference center regarding a tentative meeting on 11/20

### New Business:

- Prep for conference call with Carol and Debbie from JMU
- Recap of meeting with Mike and Shuangbao
- Discussed current status of Needs Analysis
- Questions for Shuangbao regarding tools chart
- Questions for Mike regarding tools chart
  - Verify all tools (see tools chart)
  - What functions of each tool do they use and why or why not

### Action Items

- Update your needs analysis section
- Update tools chart to include functions after meeting with Mike
  - Front-end vs. back-end, Asynchronous vs. synchronous, Video conferencing vs. web conferencing, Hardware (more automated) vs. human interaction required, used by T/TAC (if so which group)

Tool Name	Front-end	Back-end	Asynchronous	Synchronous	Video	Audio	Human Interaction	Automated

- How T/TAC currently uses it based on functionality
- What functions AT PP would liked about it
- Any issues with implementation (technology issues)

## **Next Meetings**

Next Team meeting Thursday, November 15, 2007 at 10:00 am

Meet at Commerce I Wednesday 10:30 to leave for GMU campus

Mike November 14 Wednesday 11:00-11:45

Casey and Dan and Shuangbao November 14 Wednesday Krug 108 1:00 pm

Mike November 16 Friday 2-5 pm

Mike November 20 Tuesday 1:00-4:00

Mike November 21 Wednesday Flexible

Mike November 27 Tuesday 2-4 pm

Mike November 28 Wednesday 1-7 pm