

Meeting Minutes—November 15, 2007

10:15-2:00

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

Old Business:

- Approved agenda for November 15
- Approved meeting minutes from 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:

- Tentative meeting with Mike November 28 Wednesday 2:30-7 pm
- Tentative meeting with Thayne November 28 Wednesday 6:40 pm
- Tentative meeting with Mike November 29 Thursday 2:30-4:30 pm
- Tentative meeting with Brenda November 29 re: task analysis and portfolio

Action Items

- Review SME meetings, pull major themes (Rahel and Kim A.)
- Tools review-Afua and Matthew
- Draft conceptual graphic of video conferencing systems (Kim M.)
- Start analysis process slide for presentation (i.e. Performance Analysis)—Kim A.
- Task analysis—talk about with Brenda
- Needs Analysis
 - SME meetings and tools review due by 11/20
 - Finish Conceptual Graphic by 11/27
 - Draft Recommendations between 11/29-12/4
 - Needs Analysis Report done by 12/4
 - Presentation done by 12/6 or 12/7

Next Meetings

Next Team meeting Tuesday, November 20, 2007 at 9:30 am

Meeting with Shuangbao, Dan, and Casey on Monday 11/19 2:30-6:30

Meeting with Brian Dye from VT Tuesday 11/20 11:00-1:00