Meeting Minutes—November 20, 2007

10:15-11:00 and 12:50-3:45

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

Old Business:

- Approved agenda for November 20
- Approved meeting minutes from November 15
- Tasks
  - Afua reported that she heard back from Dan. He gave us each Adobe Host accounts.
  - Afua will follow up with Jennifer from the GMU conference center regarding a tentative meeting
  - Afua will follow up with Marie Ireland from VDOE regarding the state's conferencing center

New Business:

- Recap on Movi and Adobe Connect session
- SME follow ups:
  - Shuangbao—Movi and Dan and Casey—Adobe Connect
  - Casey/Dan and Shuangbao—review graphic and features chart
  - Marie Ireland—Conference call re: state LMS and virtual collaboration tools
  - Thayne—set up video and Adobe Connect, sit in on class with instructor's permission
  - Possible meetings with Mike
- Needs Analysis revised format:
  - Introduction—as is currently posted
  - Target Audience—primary AT pp
  - Current collaborative/communication environment—current tools AT pp is using
  - ID VCC characteristics AT pp would like to use including what Mike wants
  - Collaborative Communication tools available—who is using these tools (GMU, Kellar, T/TAC, VT, etc.)
  - Comparison of available tools vs. characteristics desired
    - ID top tools based on what is available and characteristics desired for VCC
    - ID tech barriers (skill/ support) related to top tools
  - Recommendations
    - What tools are available but not currently used and match characteristics
    - Of top tool, what do we recommend implementing in VCC
    - 1-2 sentences on exploring the feasibility of VCC registration desk in design phase

Action Items

- SME follow ups:
    - Shuangbao—Movi and Dan and Casey—Adobe Connect
    - Casey/Dan and Shuangbao—review graphic
    - Marie Ireland—Conference call re: state LMS and virtual collaboration tools
    - Thayne—set up video and Adobe Connect, sit in on class with instructor's permission
    - Possible meetings with Mike
- Task analysis—talk about with Brenda
- Needs Analysis
    - Draft Recommendations between 11/29-12/4
    - Needs Analysis Report done by 12/4
    - Presentation done by 12/6 or 12/7

Next Meetings

- Meet virtually Monday, November 26, at 10:00 am to discuss Needs Analysis
- Next Team meeting Tuesday, November 27, 2007 at 10:00 am
- Tentative meeting with Mike November 28 Wednesday 2:30-7:00 pm
- Meeting with Thayne November 28 Wednesday 6:40 pm (meet at Commerce I at 5:45pm)
- Tentative meeting with Mike November 29 Thursday 2:30-4:30 pm
- Tentative meeting with Brenda November 29 re: task analysis and portfolio