Meeting Minutes—November 26, 2007

Virtual Meeting through Adobe Connect
10:00-11:45

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

Old Business:

- Approved agenda for November 26
- Tasks Updates—None at this time

New Business:

- SME follow ups:
    - Meeting with Mike November 28 Wednesday 2:30-7:00 pm
    - Meeting with Thayne November 28 Wednesday 6:40 pm
    - Tentative meeting with Shuangbao—Movi and Dan and Casey—Adobe Connect
    - Tentative meeting with Casey/Dan and Shuangbao—review graphic and features chart
- Needs Analysis:
    - Reviewed revised format
    - Will include detailed tools chart and tools details in the appendix
- Tools Graphic:
    - Reviewed
    - Decided to run it by Dan, Casey, and Mike

Action Items

- Everyone will look at the tools list in Needs Analysis:
    - Add pertinent information regarding tools you reviewed earlier
- Rahel will research information on Captivate, Camtasia, and Articulate to be added to Podcasting and Flash information in collabortory list
- Kim A. will look at final presentation Powerpoint for updating
- Task analysis—talk about with Brenda
- Needs Analysis Dates:
    - 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 27, 2007 at 10:00 am
- Meeting with Mike November 28 Wednesday 2:30-7:00 pm
- 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