

Meeting Minutes—November 27, 2007

10:50-1:00 and 1:25-2:30

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

Old Business:

- Approved agenda for November 27
- Approved minutes for November 20 and November 26
- Tasks Updates:
 - Afua called Marie Ireland—waiting for response
 - Afua contacted the instructor for our Wednesday view of Thayne setting up the online classes
 - Afua contacting Ala to confirm the meeting Mike on Wednesday at 2:30-7:00

New Business:

- SME follow ups:
 - Meeting with Mike November 28 Wednesday 2:30-7:00 pm
 - Will present tools features chart, tools capabilities/implementation chart, and tools graphic—will also bring details of tools
 - Meeting with Thayne November 28 Wednesday 6:40 pm
 - Tentative meeting with Marie Ireland re: state's vcc
 - Tentative meeting with Shuangbao—Movi and Dan and Casey—Adobe Connect
 - Tentative meeting with Casey/Dan and Shuangbao—review graphic and features chart
- Final PowerPoint presentation:
 - Uploaded to Google docs

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 collaboratory list
- Kim A. will look at final presentation Powerpoint for updating
- 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

- Meeting with Mike November 28 Wednesday 2:30-7:00 pm
- Meeting with Thayne November 28 Wednesday 6:40 pm
- Next Team meeting Thursday, November 29, 2007 at 10:00 am
- Tentative meeting with Mike November 29 Thursday 2:30-4:30 pm