<p style="text-align:center;">**Meeting Minutes—November 29, 2007**</p>

<p style="text-align:center;">10:05 – 1:00 and 1:30 – 2:30</p>

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

Old Business:

- Approved agenda for November 29
- Approved minutes for November 27
- Tasks Updates:
  - Afua waiting for response from Marie Ireland
  - Afua heard from VCU. Wanted to meet on December 10. Our plan is to include them in the Spring Semester.

New Business:

- Review of notes from meeting with Michael
- Update of Needs Analysis:
  - Add to Collaboratory Communication Tools
  - Category-What's available
  - Collaboratory/Conferencing
  - Development (Add additional tools)--Rahel
  - Chart (take out ownership column)
  - Separate chart
    - Collaboratory/Communication
    - Development--Rahel
  - Document what we should not worry about per Mike--Matthew
  - Revise Graphic—Kim M.
  - Recommendations
    - Ideal Plan
      - Mike's vision
      - Identify scenarios where AT PP would ideally use these tools
    - Realistic Plan
      - Based on constraints of implementation issues
      - What will work base on tools available/technology constraints
      - Identify scenarios where AT PP would realistically use these tools
    - What we will do in the design phase
- SME follow ups:
  - 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—review graphic, features chart, and scheduler

Action Items

- Everyone will add to the recommendations for Needs Analysis
- Every will add to the final presentation Powerpoint strengths and challenges
- 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
- 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

- Review recommendations online Monday, December 3, 2007 from 12:00-2:00
- Next Team meeting Tuesday, December 4, 2007 at 10:00 am