

## Meeting Minutes—December 4, 2007

9:35-3:00

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

### Old Business:

- Approved agenda for December 4
- Approved minutes for November 29
- Tasks Updates:
  - Afua heard from Dan and Casey. They can meet early next week.
  - Afua heard from Shuangbao re: meeting Thursday 12:30-2:00
  - Afua has not heard back from Marie Ireland

### New Business:

- Update of Needs Analysis:
  - Recommendations Section

### Action Items

- Rahel will investigate Lectora, scheduling tools, and update chart
- Kim M. update chart with Podcasting
- Matthew update scenarios with Persona
- Afua contact Paul Bohman re: accessibility issues and Lectora
- Kim A. will develop swim lanes
- 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

- Meet virtually Wednesday, December 5, 2007 at 9:00-11:00 am
- Next Team meeting Thursday, December 6, 2007 at 10:00 am