

Meeting Minutes—December 6, 2007

10:00-2:45

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

Old Business:

- Approved agenda for December 6
- Approved minutes for December 4
- Tasks Updates:
 - Afua heard from Dan. He is available to meet Monday at 2:00 pm
 - Afua has not heard back from Marie Ireland

New Business:

- Discussed what we are talking with Shuangbao about—needs analysis recommendations
- Marlina's scenario
- Needs Analysis review

Action Items

- Kim M. to update VCC gliffys
- Rahel to develop Marlina gliffy
- Kim A. to update flow chart
- Each update the final presentation slides

Next Meetings

- Meet Friday face-to-face at 12:00 noon