

## **Weekly Status Report**

**Dates:** October 15-October 21

**Team Members:** Afua Gyasi, Kim Monti, Matthew Mariani, Rahel Woldehanna, Kim Amin

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### **Our Current Situation**

On Tuesday of this past week, we met with Michael Behrmann and Marci Kinas to discuss the overall vision of our project to build a virtual collaboration center at T/TAC Online. We got a high-level overview of the tools that T/TAC has recently purchased or is in the process of purchasing.

On Wednesday of this past week, we met with Mary Wilds and Clare Talbert to explore the possibilities of a virtual collaboration center at T/TAC Online. Mary suggested that we use the Assistive Technology (AT) Priority Project team as our target audience. She said that she would send an email to AT Priority Project team members on Friday to introduce us, so that we may follow up with them to get information for our needs analysis.

### **Accomplishments**

- Met with client to confirm results of our performance analysis
- Met with stakeholder to obtain feedback on recommendations derived from our performance analysis

### **Action Items**

- Setting up a meeting with Shuangbao Wang to go over technology parameters that we should be cognizant of as we explore the tools that will be used to build the virtual collaboration center
- Establish meeting times with AT Priority Project team members, once Mary has sent the email to them
- Each team member is to post to their section of the draft needs analysis
- Each team member is to begin to explore the parameters of their assigned tools