

## **Weekly Status Report**

**Dates:** October 29-November 4

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

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### **Our Current Situation**

Afua is continuing to work with the members of the AT Priority Project team to set up conference calls so that we may interview them for our Needs Analysis.

On Thursday, we had a conference call with Brenda from ODU. Brenda is a member of the AT Priority Project and our target audience. She seemed receptive to the recommendations that we made as a result of our Performance Analysis. She mentioned to us that one of the state agencies has built a similar virtual conference center. We will now need to include that in our Competitive Analysis.

### **Accomplishments**

- Met with ODU AT Priority Project team member

### **Action Items**

- Continuing to try to engage other AT Priority Project team members
- Continue to update needs analysis
- Continue to update competitive analysis
- Continue to investigate potential tools for the virtual collaboration center
- Meeting with John from VDOE on Thursday, November 8
- Meeting with Michael on Wednesday, November 14