

## **Weekly Status Report**

**Dates:** November 26-December 2

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

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### **Our Current Situation**

On Monday, we met virtually using Adobe Connect with audio, but no video. It seemed to work much better than our experience a few weeks ago. The agenda was able to be shared and we were able to collaborate on the Needs Analysis.

On Tuesday and Thursday, we held team meetings to discuss meetings with SMEs, the Needs Analysis, and end of semester presentation content.

On Wednesday, we met with Mike to review our findings to date regarding the various tools and how they work together. During the meeting, a discussion regarding the ownership and functionality of the tools occurred. Mike's opinion was that we should not worry about the ownership of the tools and that the functionality would take care of itself as technologies progress. He also feels that we need to include more tools for the creation of training such as Camtasia and Captivate.

On Wednesday evening, we met with Thayne to see how the video conferencing tools worked. There seemed to be no technical glitches.

We are continuing to work on the Needs Analysis. In particular, we are focusing on the recommendations section. We are also working on the end of semester presentation content.

### **Accomplishments**

- Met virtually using Adobe Connect with success
- Met with Mike to verify tools for virtual collaboration center

### **Action Items**

- Continue to update needs analysis
- Continue to update end of semester presentation