

## ANGEL Team Minutes

Team Name	Project Team Lead				
Date	Aug 12, 2008	Starting Time	8:00am	Ending Time	9:39am
Location	Lib 214			Recorder	Claudie Biggers
Members Present	Mark Hutson, Terry Kleffman, Patsy Lemaster, Claudie Biggers, Laura Grandgenett				
Member Absent	Lou Ann Seabourn				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Education and Training Lead Tasks/Develop learning materials	Develop expertise in the ANGEL environment Determine training needs and develop training sessions. Define content development/conversion best practices. Review and update end-users documentation.	Start contacting other schools for information about training materials. Ask Ryan what other schools are using 7.3. Complete training then consider tasks.
Confirm list of trainers, notify the all trainers, set an informative meeting for trainers.	See attachment for updated individuals that responded recently to our invitation =* We need to contact trainers and give them the dates Oct.3 <sup>rd</sup> and Oct. 17 Should we plan an informative meeting to let them know what to expect?	Notify selected trainers and set up a few informative meetings next week for potential trainers. Patsy will introduce incentive.
Dr. Laura explain how IT Council Policy can communicate with LMS Policy Sub team Lead	See document	Encourage policy sub- team to read IT Council minutes regularly. Have Academic Council approve policy. Terry Kleffman will share plan with Policy sub-team.
Branding Decision Update by Mark	Suggested we have a naming contest. Time line was discussed. Agreed to let College Relations select final name for branding.	Have College Relations bless the branding name. Have Mark work with college relations on a logo.
General Assembly	The script will be sent to Dr. Matney today for General Assembly. Tapping will begin Wednesday Aug. 13 for all of the clips for promotion. Sam and Hernandez	Mark and Claudie will make an announcement for Faculty meeting. Plus, show a quick clip. 8 minutes total.
Sub-team progress	Set key deadlines and dates: task of project lead team. Confirm goals and objectives Prioritize wants and needs against goals and objectives Monitor progress of project	Encourage progress of progress of sub-teams and communicate results. Should project team leaders attend all sub-team meetings?

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