

ANGEL Team Minutes

Team Name	Project Team Lead				
Date	Aug 27, 2008	Starting Time	9:30am	Ending Time	10:45am
Location	Lib 214			Recorder	Claudie Biggers
Members Present	Mark Hutson, Terry Kleffman, Patsy Lemaster, Claudie Biggers, Lou Ann Seabourn				
Member Absent	Laura Grandgenett				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Education and Training Lead Tasks/Develop learning materials Online training has begun	Determine training needs and develop training sessions. Define content development/conversion best practices. Review and update end-users documentation. Discuss Web site for training registration.	Training Plan: LMS team, Spring II, Summer, Alternates, Faculty, Interested Faculty Online Training is going well
Train the Trainers	Trainers and Alternates have been contacted. Gay Mills has declined Schedule informative meetings Reserve labs and rooms order lunch for participants.	<ol style="list-style-type: none"> Trainers: Mark Hutson, Claudie Biggers, Patsy Lemaster, Terry Kleffman, Bobbie Hyndman, Duane Lintner, Jill Gibson, Ed Nolte, Sabra Gore, Diana Johnson, Jan Martin Pam George, Jana Rice, Michelle Orcutt, Brenda Davidson Mark will schedule Informative meeting for trainers and reserve a room for the onsite training including meals.
Sub Team Update	Working on Flash Drives and promotions/ 4.60 per unit for 250 memory Newsletter will go out in two weeks We need to get videos loaded Sub teams feel out of the loop What is the Academic Technology Council? IT needs to start posting on LMS communications page	Branding will go to Lou Ann and Communication/Promotion. Terry is going to find out about uploading videos. New News letter will release in two weeks.
Branding Define Chair Roles	Jump drive logos Master Calendar	Include Communication Team in Promotions Create a calendar that has subteam timeline for task completion.

Support Team: Tuesday Sept. 2 at 2:00-4:00 Meets every other Tuesday
Communications/Promotions Team: Wednesday Sept. 17 1:45-3:45 LIB 113

ANGEL Team Minutes

Policy Team: Monday Sept. 8 1-3 LIB 113 Meets every Monday.

IT Team: Wednesday August 27 3:30-4:30 LIB 205

Sub- Team Leader Meeting should be Friday not appointed yet

Sub-Team Leader Conference call with Ryan Friday August 29 2:30-3:30