ANGEL Team Minutes

Team Name	Angel Sub Team Leader Meeting					
Date	Sept 12, 2008	Starting Time	8:30 am		Ending Time	9:45 am
Location	Lib 113			Recorder		Janice Newburg
Members Present	Mark Hutson, Terry Kleffman, Patsy Lemaster, Claudie Biggers, Lou Ann Seabourn, Becky Easton, Linda Hendrick, Brenda Davidson, Larry Adams					
Member Absent	Laura Grandgenett, Jill Gibson					
Visitors						

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
Update From Sub Team Leaders: Communication/Promotion, Policy, IT, Support, Education and Training, Administrative, Project Team Lead	**When scheduling meetings please make sure you include all of the Project Team Lead: Patsy Lemaster, Lou Ann Seabourn, Terry Kleffman, Laura Grandgenett, Mark Hutson and Claude Biggers.** Beck Easton reported her team has not met as of today. Linda Hendrick reported of their flow chart which identifies ways students could get help. They have dates to track the work They are starting the tracking procedure to develop good credibility. Larry Adams and Terry Kleffman reported their group has met and talked about authentication and working on passwords and the integration with colleague. Mark Hutson's team Train the Trainers meet next week to work on their ideas whether it will be face to face or online. October 19th everyone has confirmed for the meeting. Lou Ann reported she has been looking at other Angel school banners and has been working on ideas for AC's banner. We want something very graphic and beautiful.	Policy Team will start meeting on Wednesdays so Laura Grandgenett can attend.

Patsy noted it will be like a helpdesk atmosphere. This a teaching experience. The timeline will to be they will get through the other two faster because we will be in the software by then.

FAQ's are being developed by the support team. It was suggested that Laura Grandgenett compare FAQ's

Lou Ann suggested we let the team leaders handle their teams.

Subteam leaders are just setting timelines for their goals. |

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Angel site open for LMS team, Terry and Patsy	Patsy – opening of the LMS site for all the team members. All members will have to go through formal training sometime this week or next week. The site is angellearning.com.	
Patsy and Terry Update on conversation with Ryan. Training materials. Schedule for onsite training.	Patsy reported Angel is going to help us make the package to best suit our needs. We will not own it we will pay an annual fee. There is not an online tutorial. Terry noted Angel demonstration did not go into enough detail on the "admin"	
Online Angel Training Demo of site Claudie	Claudia demonstrated Angel training models.	
Concerns or Ideas	Claudie suggested team leaders send a meeting reminder to their members for the next meeting with Ryan. Next Friday at 1:30.	