ANGEL Team Minutes

Team Name	Angel Sub Team Leader Meeting				
Date	July 29, 2008	Starting Time	8:00am	Ending Time	11:45
Location	Calico County			Recorder	No one
Members Present	Jill Gibson, Becky Easton, Linda Hendrick, Terry Kleffman, Brenda Davidson, Mark Hutson, Claudie Biggers				
First meeting of the group, there are no minutes to approve.					
Member Absent	Larry Adams, Laura Grandgenett, Patsy Lemaster, LouAnn Seabourn				
Visitors	none				

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	**Excellent Job Communications/Promotions on videos!**	Becky spoke for Communications explained jump drive promotion, happy hour, videos. Brenda spoke for Policy team: policy team has met regularly the topic is very broad and encompasses a lot. Linda spoke for Support team: they are looking at course sites and becoming familiar with the program. Education and Training: training dates are set and trainers and alternates have been identified. Terry spoke for IT team: limited responsibilities since hosting will be done off site.
Sub Team Master Calendar	Would it help to have each team create a "tentative" time line and make a master calendar that includes every sub-team time line?	Request was made for Sub Team leaders to complete a tentative timeline for a Master calendar.
Review Ryan's Pre-configuration Doc.		Confusion about which forms would be covered. We completed highlighted configuration questions.
Online Angel Training started 08-25-08 Onsite Training Dates	Brenda Davidson, Terry Kleffman, Patsy Lemaster, Chris Brown, Brandi Clark, Claudie Biggers Onsite Training dates Oct. 3 and Oct 17	
Concerns or Ideas		Show sub-team leaders the videos at afternoon meeting.

Copies Handed Out::
Pre-Configuration Document
Resources : Angel knowledge base (www.support.angellearning.com)

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Angel online community (http://listserv.iupui.edu/archives/angel-l.html)   Angel documentation (www.support.angellearning.com)