


MEETING MINUTES

IAF 2010 ADOBE ACROBAT CONNECT PRO TEAM, DECEMBER 9, 2009


What are important criteria for selecting our tool?

- Wow factor
- User friendly
- Easy for participants to learn
- Good support
- Low/no cost for participants
- Reliable
- Flexible
- A tool they can learn as a facilitator



DECISION

Single platform is best
Adobe Acrobat ConnectPro will be the tool
Use the call in from Adobe
Therefore, no Maestro Conference



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What key actions can we take to prepare ourselves for the IAF 2010 conference?				
DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
<p>Go online and do the Adobe tutorials so that each of us needs to learn the tool in-depth to configure</p> <p>Buy a license for Adobe Connect Pro</p> <p>Set up Huddle site for storing key learnings</p> <p>Track our insights and teachable moments, for the course we'll teach later</p> <p>Plan times for our sessions and assign roles</p>	<p>Weekly session where we practice with each other</p> <p>Give each other feedback for improvement</p> <p>Find other groups with whom to try our expertise (polish our skills with other beginners)</p> <p>Demonstrate to our local team mates</p> <p>Rotate our roles for each session to learn all the parts</p> <p>Apply the Kaleidoscope design process to make it WOW!</p>	<p>Weekly session where we practice with each other</p> <p>Give each other feedback for improvement</p> <p>Write out script for the two pre-conference sessions</p> <p>Host our next Virtual team meetings</p> <p>Cross train amongst 3 technologies</p> <p>Create documentation for April session</p>	<p>Weekly session where we practice with each other</p> <p>Give each other feedback for improvement</p> <p>Practice dry run with several groups to work out the bugs</p> <p>Participant invitation (giving instructions)- Use with practice dry runs in March</p>	<p>Weekly session where we practice with each other</p> <p>Coordinate final details</p> <p>Do the IAF Session</p> <p>Have a Celebration in Chicago!</p>