

Virtual Team Meeting Notes

June 29, 2009 Via Telecon 5:30 pm PT

- Welcome:** This was the first joint meeting of the Knowledge Team and Virtual Team. New members include Dana, Cheryl, Regina and Catherine.
- Toronto Meeting Review:** Held June 15-17, 2009. For those who participated in the meeting, *what are the highlights and/or insights you experienced?*

Eunice: ▶ *Our work on design patterns and the matrix. We are moving into the core steps of the methodology.*

Jo: ▶ *Talking about variations of clustering was very helpful – allowed me to stop defending why I was doing something different for clients. This is beyond technology.*

Wayne: ▶ *Conversation about development of the database for design patterns and could begin to see how to do this in virtually and face-to-face.*

Doug: ▶ *Presenting at the IAF*
 ▶ *Redesigning the IAF database. There are some 420 methods in the database already. Might look at a subset and work on a smaller project that could provide insight. Turns out the ICA approach may work out well for IAF database.*

Sheila: ▶ *Quite a bit of time in intellectual property (see next agenda item)*

3. Intellectual Property:

- ➔ **Key Question:** What are the guidelines for the development and protection of IP that all ICA organizations will agree to use?
- ➔ **Parameters:** Consider the parameters of the Creative Commons approach to use for the development and protection of the IP.
- ➔ **Next step:** Create a task force whose goal is to reduce barriers to collaboration. Need incentives for innovation.
- ➔ **Specific Commitments:**

Who	What	By When	Status
Jo	Willing to be a taskforce member representing ICA Canada – has IAF experience that will be useful		
Gordon	Willing to be a taskforce member representing Virtual ToP Team		
Doug	Talk with Terry and Nino to determine ICA staff representative		
Eunice	Ask Sherwood to participate or have him suggest someone to represent TTN		
Jo	Talk with Duncan about how to approach Lambert for ICAI representation		
Sheila	Ask Larry Hilbrook how he wishes to be involved		
Jo	Ask Kevin Balm how he wishes to be involved (represents Australia, Taiwan and India)		

- ➔ **Copyright:** In the interim the official holder is © The Canadian Institute of Cultural Affairs.
- ➔ **Use IP:** None of us on this team can use and/or re-sell any of the documentation without permission. We can turn the info into services.

Participants and Introductions

Name, location, and what amazes me about technology?

Sheila LeGeros, Golden Valley, MN, *the PC and MAC can speak to each other*

Jerry Mings, Ontario, BC, *the pace it moves*

John Epps, Denver, CO and Malaysia, *addictive capacity*

Gordon Harper, Seattle, WA, *the number of people with ear plugs on the street*

Jo Nelson, Toronto, ON, *all ages using it without being surprised about it*

Doug Druckenmiller, Moline, IL, *amazed that it works at all*

Penny McDaniel, Denver, CO, *sheer volume and how it grows*

Eunice Shankland, Denver, CO, *continues to break down barriers can't control it*

Wayne Nelson, Toronto, ON, *understands only 1/8 of open source after studying and working with it for years*

Catherine Tornbom, Tucson, AZ, *there are programs that match how I think – such as PersonalBrain*

Ester Mae Cox, Iowa, *capacity of the iPhone she is holding in her hand, but the bandwidth is limited*

Sunny Walker, Denver, CO (arrived later in the meeting)

4. **Charter for IP Taskforce:** "Create guidelines for developing and sharing intellectual property, including a copyright and licensing scheme, based on the creative commons approach, in order to protect the intellectual property of the Virtual ToP Team."
5. **Prototype:** Doug spent last week preparing the prototype and posting the ICA-ToP Design Pattern Workshop. The pattern workshop will allow all of us to participate. Very cool. The site will be an easy to work with (no need to know html), complete website including other apps. It will take the place of Huddle, which is a virtual office only. Go to <http://ica.dmiddleman.com>. The platform is Drupal, an **open source content management platform** – go to drupal.org to check out the features. The migration to the new platform will be gradual.
6. **Subject Matter Interviews:** To be completed by the end of July. Conducting the interview via email or by a verbal interview has worked equally well so far.

Specific Commitments:

Who	What	By When	Status
Penny	Revise the format to standardize the key points, similar to an executive summary.		
Ester Mae, Sunny, Sheila	Complete interviews	July 31	

7. Team Communications:

- ▶ To onboard new team members use the discussion board
- ▶ Updates through RSS
- ▶ Meeting notes should posted on huddle
- ▶ Use email for team members through huddle only
- ▶ Can write meeting notes into huddle during the meeting as well as action items
- ▶ Use calendar function to stay up-to-date
- ▶ Must take initiative to check in

8. Technology: What are the capacities we need to evaluate technology? The road map:

- ➔ Finish documenting the specific items already committed to.
- ➔ Create a section on methods
- ➔ Create a section to put tools and how they support specific “thinklets” (the basic units of facilitation) – the more thinklets a tool can cover the better. This is the focus of the search.

9. Meeting Schedule: The meetings scheduled for July will stay on the schedule as originally planned and then we will move to huddle to prepare for the meetings starting in August.

Follow-up Considerations:

- Read:** *Building the Circle of Life: Creating the Community Experience from Concept to Application*, see the first section: The Roots of Virtual Reality. Author: J. G. Boyle <http://www.technobility.com/docs/circleoflife.pdf>
- Review:** drupal.com, a collection of tools to build a comprehensive site
- Review:** <http://ica.dmiddleman.com> and take a look at initial set-up of the ICA-ToP Design Pattern Workshop
- Review:** Creative Commons website: <http://creativecommons.org/>