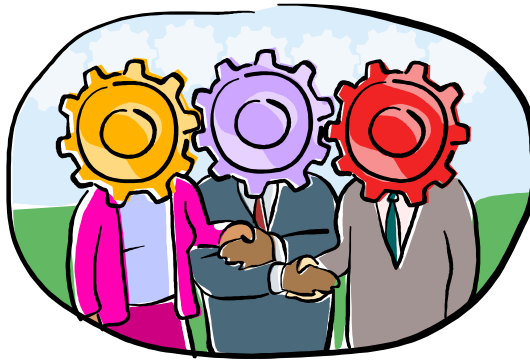# ICT Project Report

Recorder Report

EDER 679.10 – Leadership and Technology
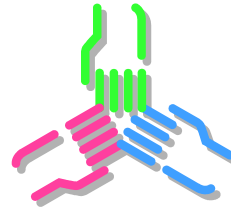
Instructor: Dr. Dianne Yee

Student: Kyla Huska
257288

Date: June 2, 2003

Group Members:

Ken Kim, Calvin Desmarais, and Kyla Huska

Purpose of Meeting:

This was our first official meeting although we corresponded numerously back and forth within WebCT's email. It was within these email messages we decided to create an annotated bibliography for this group project. Prior to our meeting, Ken provided Calvin and I with many online sites describing what an annotated bibliography is and what it should contain. The goal of this meeting was to discuss how we plan to present our annotated bibliography, what types of sites or sources we want to include, and how we want to summarize and assess each site for presenting it within our annotated bibliography. We then wanted to determine a possible timeline for completing this assignment.

Context:

Our meeting took place on Sunday June 1, 2003 at 8:00 MST in a one hour Vclass session. This was our first of three meetings.

Issues Addressed:

Presenting the annotated bibliography
- The annotated bibliography will be presented as a web page (Thanks, Ken!!) containing links to the 3 ICT leadership areas we will be focusing on, links to 2 University of Calgary Masters of Education websites, and a link to the 'authors' profiles.

ICT leadership areas addressed in the annotated bibliography
- Within the annotated bibliography we will provided information on ICT professional development, ICT as a teaching and learning tool, and ICT security issues and ethical considerations relating to ICT

Type of sites or sources to include in the annotated bibliography
- We decided to include journal articles, books, or websites relevant to each ICT discussion area. This decision will be left to the individual creating each ICT discussion section.
- An email was sent to Dianne asking if it would be possible to use some of the sites she has provided on the course outline for two reasons: (1) there are many valuable and interesting article that were provided and (2) due to our 6 week time frame it is difficult to get all the readings done so this way we are 'killing two birds with one stone.'
- It was decided that each group member would provide approximately 8 annotated bibliographies for his or her area of interest.

Presenting the information within the annotated bibliography
- Since there are varied ways to write an annotated bibliography it was discussed that we would record the references or sites APA style and then provide a summary and assessment of each of the sources in a paragraph style. To ensure continuity, after completing our first annotated bibliography we will email it to each other to check for commonalities.

Points of View Presented:

We each talked about the five areas of ICT leadership outlined in the course outline and chose an area that is of interest to us.

> **Ken** – ICT professional development
> **Calvin** – ICT security issues and ethical considerations
> **Kyla** – ICT as a teaching and learning tool

Action Proposed and Why:

I believe many of the actions we are planning to take are outlined in the 'issues addressed' section of this recorder report; however, as timeline was also discussed.

> **June 1** - *First Vclass Meeting*
>
> **June 8** – *Second Vclass Meeting*
>
> **June 12** – *All annotated bibliographies must be sent in to Ken in a .doc format*
>
> **June 16** – *Complete the html template and upload to site (possible third meeting)*
>
> **June 17** – *All members review site and add suggestions or comments*
>
> **June 19** – *Assignment completed!!*

Strengths:

This was a very productive meeting where Calvin and I felt comfortable and happy with the outcomes. Many issues were discussed and addressed which resulted in solutions being decided. We were able to use Vclass to our advantage and found it wonderful to be able to talk to one another instead of having to type in a chat room. Thanks Calvin!! You were so flexible and accommodating, you are an easygoing person to work with!

Weaknesses/Problems:

We did have one small glitch…we missed a team member. Ken was unable to log into Vclass after a frustrating 30 min. attempt. Ken and I communicated back and forth through WebCt during this process, trying to figure out the problem, but were unsuccessful. We look forward to chatting with you on June 8th Ken!!

Agenda for Next Meeting:

June 8 – *Second Vclass Meeting*
- I have emailed Maria to request a second meeting for 8:00 MST.
- We will have completed as many annotated bibliographies by this time to share with one another.
- We will then discuss any changes/additions that are needed within the annotated bibliographies and troubleshoot any problems.
- Calvin will provide the recorder report from this meeting.