Recorder Report #2

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Group Members:

Ken Kim, Calvin Desmarais, and Kyla Huska
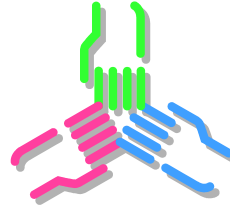
Summary of Email Correspondence:

From Sunday June 1st to Sunday June 7th, our group completed our responsibilities as outlined from our conversation in V-Class on Sunday June 1st, 2003 at 8:00 MDT. The recorder report created by Kyla was sent to all group members to be edited. The final version was uploaded on Monday June 2nd to WebCT. Each group member were required to complete eight articles, papers, or web sites following APA format and save it in a document format which would later be converted to PDF format. Ken emailed out an example of a sample-annotated bibliography. The group confirmed it was the look they wanted and began their literature research and compilation the bibliography. The first document on ICT professional development (Ken) was uploaded to the web site on Wednesday June 4th. A change in the web site was discussed, as Calvin wanted to change his topic from ICT Security and Ethical and Policy Considerations to ICT Leadership. This change was made by Ken and uploaded on Thursday June 5th. The meeting scheduled for V-Class was arranged by Kyla and finalized for June 8th at 8pm MDT.

Context:

All correspondence took place using WebCT email. The turnaround time for responses was less than 24 hours as per best practice in collaborative activities. In some instances, it was less than a few minutes as the group was coincidentally working at the same time.

Action Proposed and Why:

The action proposed was that we would meet on V-Class on Sunday June 8th, 2003 at 8 pm MDT.   It was also mentioned that I would summarize the emails and that Calvin would create the report for the meeting on V-Class. The reason why we chose to outline our email correspondences for one of our recorder report was that we felt we did not need another formal meeting as everything was in place already. Moreover, our email communication was as effective, beneficial and diverse as our V-Class meetings. As of June 6th, 2003, our group project is 90% completed.

Strengths:

The emails corroborated what was discussed on our first meeting on V-Class. Anything that was unclear was clarified using this method of communication. The best practices of maximum response time (24 hours), setting up meetings, adding attachments (sample annotated bibliography), preparing ahead of time for synchronous meetings, and breaking tasks apart for each group member were followed religiously.

Weaknesses/Problems:

No problems were encountered during this week. However, the web design component was labour intensive with all the change and re-change.

Agenda for Next Meeting:

Sunday June 8th, 2003 @ 8 pm MDT – second V-Class Meeting

- Discuss final deliverables

- Clarify any additional problems