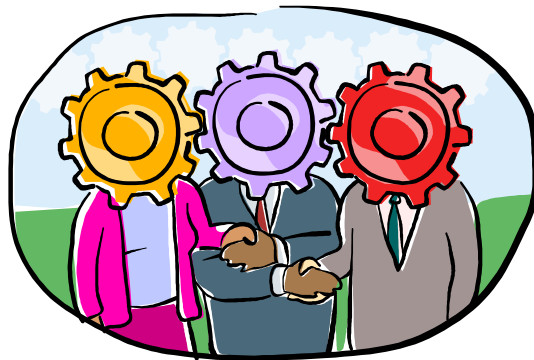


ICT Project Report

Recorder Report

Meeting 3
June 8, 2003

Calvin J. Desmarais

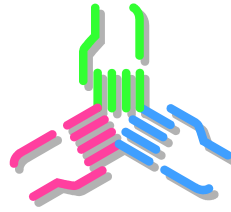


EDER 679.10 – Leadership and Technology

Instructor: Dr. Dianne Yee

Group Members:

1. Ken Kim
2. Calvin Desmarais
3. Kyla Huska



Purpose of Meeting:

To finalize the group project

Context:

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

Issues Addressed:

Confirmation of the receipt of articles from each group member

- all articles complete and in.

Review time lines

- Determined that the group is ahead of suggested time lines
- All work completed prior to established time lines

Review and discuss group task .

- All task completed as agreed upon

Comment on the number of articles included by each participant

- Each felt that eight articles represented an acceptable level of effort

Establish next steps

- Discussed and agreed upon (see Action Proposed)

Final editing and proof reading

- Send Ken any final comments re typos

Posting of final project

- annotated bibliography posted in .pdf format



Points of View Presented:

Ken – Pleased with the pacing of the project

Calvin – Felt that eight articles was enough

Kyla – Appreciated Ken's work on putting the parts together to make the whole

Action Proposed and Why:

Calvin to complete recorder's report and send out after meeting

Kyla, Ken review report and comment prior to posting to WebCT

Ken to post annotated bibliography within the week.

Strengths:



It was great to have all three members available on Vclass. This time information was shared and ideas discussed immediately. The tone of the meeting was very positive and upbeat. We felt good about the amount of work completed in a short time. This speaks well of the division of tasks and individual understanding of what each was to do. There was no confusion or misunderstandings. Being able to view the final project page on Vclass took care of many questions about how the final project will look. It also saved a step or two in future e-mails and communication.

Weaknesses/Problems:

None experienced or reported



Agenda for Next Meeting:

Final meeting therefore no agenda just heart felt thanks to each other for a good experience of group work.