Title of Session: TI Festival 2005 Planning Meeting
Moderator: BJ Berquist
Title of File: 20050713planning
Date: July 13, 2005

Room: TI Festival Group

LeanneMM: So anyway, I've read up on the past meeting minutes, and I am starting to realize what a tremendous amount of tremendous work you all have been doing!

BjB: on that note, shall we call the meeting to order?

DianneA: wow Leanne, such dedication

LeanneMM: I'm ready!

DianneA nods

BjB: Yvonne wrote the directions for the scavenger hunt

BjB: I've added them as a note on the welcome screen

LeanneMM: I see that - has anyone test-driven it yet?

BjB: I did

MaryFT: We have...you can go ahead and try it out!

LeanneMM: great, I'll give it a go later

BjB: Yvonne and I were discussing one addition...do you feel we should add an introductory sentence suggesting that all answers can be found in the tabs and on the welcome screen?

DianneA: That would seem appropriate BJ

LeanneMM: less intimidating for a newbie like me

DianneA: it indicates that it is a scavenger hunt in and of Tapped In

DianneA: and where to go to get the info

BjB nods.

BjB: What do you think, Mary?

DianneA: of course we often overlook the key text!

MaryFT: that's fine

LeanneMM smiles and nods at Dianne

EmilyW: where does it indicate that?

DianneA: Emily, this was a suggestion of what should could be added

EmilyW: oh ok

BjB: click on Welcome and refresh your window

BjB . o O (I added a couple lines)

LeanneMM: Looks good BJ

DianneA agrees

LeanneMM: could you say "on THIS welcome page"?

YvonnePH: somewhat correct

YvonnePH: but not totally

LeanneMM: or how about, "on the welcome page...when you enter THIS room"

BjB: can you explain, Yvonne?

YvonnePH: I am working on something right now, the answers are not really on this welcome page, more like the Tapped IN Home Page

MaryFT: and the demographics page

BjB: ok...can you edit that note?

YvonnePH: Yes, I will

MaryFT: all over the TI interface

YvonnePH: or should I say...Mary and I will

BjB: demographics are under the tabs

MaryFT: right

LeanneMM: Can I ask a question?

BjB listens to Leanne

LeanneMM: What goes on in the Cafe?

LeanneMM: is it just chat?

BjB: that is one of the things that is on the agenda for today, Leanne

DianneA: The initial intention for the Cafe was for social chat opportunity

LeanneMM: OK, good - I wondered if I had missed something

DianneA: which was a little less frenetic than a session

BjB: We're calling it the coffee house...just a place for discussion, questions, etc...a place to chill

DianneA: the scavenger hunt has been added to add interest

LeanneMM: So it's really available all day?

DianneA listens to hear others' perceptions

BjB: people won't get credit for the certificate by going to the coffee house

LeanneMM: of course not

DianneA nods about the certificate

BjB: do they get credit for the scavenger hunt?

BjB thinks Keiko has it on the sign in page

DianneA: I thought there was credit for the scavenger hunt since it involved finding out about Tapped In and the interface

DianneA: so it was an activity like a session or the poster room

BjB: http://www.sabotenweb.com/signin_real.html

BjB: that is Keiko's test page

LeanneMM goes to look

BjB: she'll move it to the sign in url eventually

DianneA: the scavenger hunt is there BJ

BjB nods

SandraS joined the room.

BjB: I made the executive decision but wanted to verify with you all

BjB hugs Sandy

SandraS sends hugs to all

DianneA: OK by me

BjB: can you add email destinations to the quia form, Yvonne?

BjB wonders how we're going to know who fills out the forms

YvonnePH: thinking

MaryFT: There's a place for them to put their first and last names

EmilyW: for the scavenger hunt

EmilyW: ?

EmilyW: does that get submitted to you?

EmilyW: in the results?

MaryFT: yes

EmilyW: ok

MaryFT: then we can look them up in the directory

EmilyW: right

BjB: oh, gosh, that sounds like a lot of work!

BjB: can we add a link to the sign-in form and the code at the bottom of the hunt?

MaryFT: we only need to look up the winners, right?

BjB: only the winners will get prizes, but everyone who does it should get the credit for the certificate

LeanneMM: good point, BJ

DianneA: participation gets credit, and a checklist of who has participated with the certificate sign on allows us to audit

LeanneMM: and if you're expecting a crowd of say, 300...

DianneA: but I am not sure if it is necessary to audit

BjB nods to Leanne. So...back to the question...can you add a hyperlink at the end of the hunt form?

DianneA: we just need to capacity if something looked funny

BjB . o O (hyperlink to the sign in page)

LeanneMM thinks Dianne's sentence looks funny

LeanneMM: "need to capacity"?

BjB: need to verify

LeanneMM: right - is that an Aussie expression?

BjB . o O (we're all getting a little punchy)

LeanneMM smiles at Dianne and BJ

DianneA: let me try again: having access to all who participated, to check against all who claim to have participated to get the credit, is the audit check; but unless there were signs that some were trying to claim for what they were not entitled to, we may not actually use the audit potential

YvonnePH: idea

LeanneMM follows the explanation

BjB listens to Yvonne

YvonnePH: I could add a bonus question that gives a code for the participant to give for credit

BjB: that works

LeanneMM: so you only get a credit if you get the bonus question right, or you get the credit if you DO the bonus question?

DianneA: or you get the credit if you read the bonus question to get the code to fill in the certificate sign in form?

YvonnePH: I am not really going to "ask" another bonus question. I am going to put the code in a bonus question

YvonnePH: Exactly

YvonnePH: Diane

LeanneMM . o O (but I see how that ties the scavenger hunt quiz to the credit form)

LeanneMM: gotcha...good!

BjB: we can put the sign in form url under featured links?

KeikoS joined the room.

LeanneMM: Hi Keiko!

LeanneMM hugs Keiko

BjB . o O (which would mean that people would have to read the welcome page)

KeikoS bows to enter

BjB hugs Keiko

EmilyW waves to Keiko

DianneA bows to Keiko

KeikoS bows apologetically for being late

SandraS sends hugs

LeanneMM offers Keiko a Nanaimo bar

KeikoS . o O (and still on the phone)

KeikoS bows and hugs around

BjB: everyone likes your sign in form, Keiko

KeikoS: Thank you!

KeikoS: Any modification needed?

BjB: now we just have to get Donna to make the codes

KeikoS nods, shouldn't be a big deal

BjB: right

BjB: we're discussing the scavenger hunt right now, Keiko

KeikoS nods and listens

BjB: I've put it on the welcome screen

DianneA: Keiko, is it too much to add in 'Helpdesk volunteer' as one of the credit sessions?

BjB: we're trying to decide how to reveal the code and the sign in form url

LeanneMM votes for that modification

BjB: great idea, Dianne!

KeikoS listens to Dianne

KeikoS: So I should add a session for a credit?

KeikoS: to sign up?

KeikoS: Give me exactly how you call it.

KeikoS is ready to take notes

DianneA: yes please, for the commitment and learning involved in being a volunteer for an hour

DianneA: just Helpdesk Volunteer would do that I think Keiko

KeikoS: DO they need code for that?

KeikoS . o O (so far code is a required field)

DianneA: and we can let our volunteers know that and the code with their rostered times

KeikoS: I don't want to screw up with required field, so I guess what I am saying is you should assign a code

KeikoS takes notes about the code

BjB: that isn't a problem, Keiko

KeikoS: Should I include that in the code page?

DianneA: I am happy to assign a code for it

BjB: Dianne will know who signed up on helpdesk

KeikoS: Oh, I thought the code was roasted times

KeikoS grins

DianneA: it is just a required field not a match content

DianneA grins

LeanneMM: lol Keiko

KeikoS: Code IS a required field.

KeikoS: Otherwise you can't submit

KeikoS: Or we don't need to use the sign in form?

KeikoS: Just Dianne will email a set of names to Donna?

DianneA: but in some senses it doesn't matter what you put in the field does it?

KeikoS . o O (which is easier and simpler?)

KeikoS nods to Dianne

DianneA: yes Keiko, I will email the names to Donna

KeikoS: That is true.

KeikoS . o O (Dianne is smart)

KeikoS: OK

DianneA blushes, just checking my understanding!

KeikoS: I just simply add a submission thing and let people come up with a creative code

KeikoS grins

LeanneMM likes "roasted times"

KeikoS giggles

LeanneMM giggles too

SandraS notes a few proofreading errors on scavenger quiz

MaryFT listens

SandraS wonders who she should send those to? Keiko?

MaryFT: Yvonne and Mary are in charge of the scavenger hunt

KeikoS: I am not in charge of this quiz

SandraS: Who would be responsible for fixing typos on Quia form?

KeikoS: I wondered how this and sign in blend though..

BjB: Yvonne and Mary, Sandy

KeikoS: Yvonne is about to give me the code for scavenger hunt

DianneA: we checked that out before you arrived Keiko

KeikoS: Can leaders decide?

DianneA: the quiz will have the code hidden in it

KeikoS: OHHHHHHHH

KeikoS: So I don't need to put that on the code page?

SandraS thanks BJ

KeikoS . o O (phone)

BjB: Yvonne and Mary will give you the scavenger hunt code,, Keiko

DianneA realizes Keiko is preparing the code page for session moderators

BjB: do we have the issue of the scavenger hunt solved?

BjB: Mary and Yvonne, is TUT going to have volunteers in the Cafe all day?

MaryFT: we are planning to have at least one member each hour

LeanneMM will try out the scavenger hunt after the meeting and email any concerns to Yvonne and/or Mary

MaryFT: thanks Leanne

BjB: great. Thanks, Mary

BjB: what did we decide about adding helpdesk volunteer to the sign in page?

BjB: not necessary?

DianneA: then I will put TUT on my roster spreadsheet

DianneA: probably not necessary BJ, I'll send to list to Donna

BjB: ok

BjB: questions so far from anyone?

DianneA: oh, oh

LeanneMM: So Dianne, If I submit my form with only two other credits, that will be OKO (because I'm also volunteering on HD)

BjB listens to Dianne

DianneA: can I revise that: I will not have the TUT names ....

DianneA: are the TUT cafe folk likely to want certificates?

LeanneMM apologizes for typos, trying to get her question in quickly

MaryFT: not for prof dev credits...they're not teachers yet

KeikoS . o O (back)

BjB: We will have different certificates for Helpdesk volunteers?

DianneA: OK, then no, I'll make sure the others names go to Donna

DianneA: I was telling Leanne that the volunteering hour counted towards credit

KeikoS: OK, no field for helpdesk sign in?

KeikoS . o O (if I read it right...)

DianneA: the certificate can be considered to be a Tapped In component for anyone's portfolio

BjB nods to Dianne. That is why I think that it was a good idea to add that field to the sign in

DianneA: so perhaps even TUT folk might like one

KeikoS grins, we haven't still decided

BjB: right

DianneA: OK Keiko, add it in please!

BjB nods to Keiko

MaryFT: yes, they would...I was just trying to make things a little easier

KeikoS grins and nods vigorously

BjB: whew! Adding the item to the sign in form is the easiest thing to do

BjB . o O (rather than Dianne sending a list of names to Donna)

KeikoS: and the code is...

KeikoS holds her breath

DianneA: and that leaves the individual the decision to claim

DianneA: xxxxx

KeikoS giggles for real?

LeanneMM: yay!

KeikoS keeps giggling

DianneA: why not it is after all a Freudian typo for rostered

KeikoS giggles, you guys/ladies decide and give me ONE

KeikoS grins

BjB lets the committee decide

DianneA: xxxxxx

LeanneMM votes "xxxxxx"

KeikoS: Oh, leaders for scavenger hunt is missing...

KeikoS: Mary and Yvonne, was it?

KeikoS: MaryFT and YvonnePH

YvonnePH: yes

KeikoS: Mary F. Thompson

YvonnePH: yes

YvonnePH: and Yvonne P. Harris

KeikoS: Yvonne P. Harris

YvonnePH smiles

KeikoS . o O (all for the sake of transcript)

KeikoS . o O (nice photos ladies)

MaryFT: ty

BjB: can we move on to the next item on the agenda or are there other questions?

YvonnePH: yes, everyone needs a Photo

EmilyW still needs to find one

EmilyW finally put an icon

KeikoS . o O (I need a better photo or better me)

KeikoS grins

LeanneMM: lol Keiko

DianneA: next item BJ?

BjB: the next item on the agenda is the prizes

BjB: we got a donation from Brain Pop

BjB: we have Real English

BjB: three poster sets from LOC

BjB: and a subscription to Infosearcher

LeanneMM: How do we decide who gets a prize?

BjB: Since Sue Roseman was the person who suggested Brain Pop, I'm going to have that prize given during her session

BjB: That is the question of the evening, Leanne!

DianneA agrees with BJ about one in Susan's session

BjB: I think Real English should be awarded during Video Webheads, since the person who donated it is leading the session

LeanneMM: sounds good BJ

DianneA agrees to that proposal

BjB: and Infosearcher was donated by Pam Berger...so we can use that for her session

BjB: that leaves the three posters from the library of congress for the scavenger hunt

KeikoS: Please check this

KeikoS: http://www.sabotenweb.com/signin_real.html

BjB: that work?

DianneA: that would leave the three poster sets for the scavenger hunt and that sounds reasonable

KeikoS . o O (sign in page)

LeanneMM: are we advertising which sessions will have prizes awarded?

DianneA: lovely work Keiko

BjB: good Keiko. Dianne Allen is the leader of the Helpdesk volunteers

LeanneMM cannot click on Keiko's link

DianneA: I would not recommend advertising sessions and prizes

LeanneMM: right, me neither

MaryFT: the poster sets would be good prizes for the scav hunt

EmilyW: what do you mean by advertising sessions?

BjB: now we have to decide how to choose who gets the prizes

DianneA: just leave it a general advertising: there will be prizes at some sessions

LeanneMM: Emily, I meant writing into the program which sessions will prizes awarded

DianneA: do you want to announce the prize in the session BJ?

KeikoS: and this

EmilyW: ohh ok

KeikoS: http://www.sabotenweb.com/codes.html

LeanneMM . o O (would encourage attendance/participation, but at the expense of other sessions)

BjB: yes, I think so, Dianne...at the end of the session

BjB: right, Leanne

DianneA: then the moderator would need to decide

KeikoS nods to BJB about Dianne leader about helpdesk.

BjB: I think it needs to be rather random...like the 10th person to log in to the discussion

MaryFT: good idea

BjB . o O (or the 5th)

DianneA: it would then be at the moderator's discretion - 'lucky door'; 'best participant'; 'best question'; 'best suggestion' ...

EmilyW: good idea Dianne

BjB: and the HERE tab lists the users in the order of when they enter the room

LeanneMM: It does?

MaryFT: do you think the moderators will be able to keep track of that as well as lead the discussion?

DianneA: that looks like the best BJ, about half way through, lucky door from the HERE tab

LeanneMM looks at the Here tab

BjB: I think that is too much to ask of the moderators, Dianne

KeikoS: OK, here we go

KeikoS: http://www.sabotenweb.com/codes.html

MaryFT: my here tab lists the names in alpha order

LeanneMM still cannot click on the links, so trusts that others will and report back

KeikoS: and this

KeikoS: http://www.sabotenweb.com/signin_real.html

BjB: Mary, the online tab is in alphabetical order, not the HERE tab

LeanneMM: ahhhh

MaryFT: duh...got it...sorry

DianneA: Leanne you may need to hold down your control key while clicking the link

BjB: Leanne, make sure you don't have a window minimized or covered

LeanneMM has so many windows opened...

KeikoS reads the transcript back

KeikoS: profound questions

DianneA: codes table seems OK Keiko

KeikoS bows to Dianne

LeanneMM found Keiko's page buried under one of the screens

EmilyW: so for each session someone attends, they have to fill out another form?

LeanneMM: Thanks, BJ

BjB: both forms look good, Keiko

DianneA: yes Emily

KeikoS bows to BJB

BjB: if they want a certificate of participation

BjB: I can assign a number to the winner of the sessions...you think that is the best solution?

LeanneMM: Yes, then it is decided and no further hassle

BjB: only one more thing on the agenda then

EmilyW: do you think it is fair to have TI festival planners to win a prize?

BjB: that is the opening ceremonies. Any ideas?

BjB: Emily, if they are the winning number, then yes

KeikoS: oops

DianneA: thanks BJ, fussy ISP

BjB: Dianne, the last item on the agenda is the Opening Ceremonies

LeanneMM thinks it would be REALLY impressive to have an opening speech done IN VOICE

DianneA nods and listens

BjB: we need ideas

LeanneMM grins

BjB: yes, it would be lovely to have a link to a podcast, but I don't know if anyone is willing to do that

BjB: and not everyone can access a podcast

LeanneMM . o O (short notice, too)

BjB: any other suggestions?

EmilyW: maybe next year

LeanneMM: Bj, what kind of thing has been done in the past for Opening Ceremonies?

DianneA: Could we have a jpg with trumpet fanfare for folk to open?

BjB: the welcoming ceremonies will take place in the Cafe, right?

LeanneMM thinks so

DianneA: yes BJ

BjB: we should perhaps have DavidWe do a welcome speech

DianneA nods to BJ

LeanneMM agrees with BJ

BjB: advising people to come to the cafe for casual discussions and to reception for help?

BjB: should be brief since we'll be having other things starting at the same time

LeanneMM agrees, brief is good

DianneA: and checking on the calendar for what's on when and where, and how folk might find out more about the presenters

BjB: ok, I'll talk to David about that. Good suggestion Dianne

LeanneMM: BJ, would that be something that could "remain" in the cafe after David is finished?

DianneA: and perhaps a jpg for a starting fireworks

BjB: Leanne, what about having his remarks posted to the discussion board?

DianneA: once the opening is over, the cafe will be open for chat and scavenger hunt

LeanneMM: for example, I'm not sure what the cafe room view looks like, but if we could have a text box with this info ...

LeanneMM: Yes, that would work, BJ

BjB: we can also use the discussion board in the cafe for a 'bloggy' thing

BjB: the TUT volunteers can encourage people to post comments to the discussion board

DianneA: Jeff's collaboration session starts at the start, also, so that gives us a real session to go to

BjB: right, Dianne

LeanneMM: I had read something in the minutes about blogs...whatever became of that?

DianneA: so having welcomed, to first session to join would be Jeff's

DianneA: then, at the hour those engaged with Jeff stay, and those not move on and out

JeffC joined the room.

LeanneMM: Hi Jeff, we were just talking about you and your session

DianneA: or have the choice to stay and go with the scavenger hunt, or just chat with friends over a coffee

JeffC: cool

BjB: I'll need to put featured passageways in the cafe to all the rooms where events are scheduled

DianneA: or go to the group poster session, plenty of options with a short sharp start

LeanneMM: Right Dianne

DianneA: but Cafe Helpdesk will have to deal with stragglers

DianneA: stragglers

JeffC: My session will pretty much last all day... I've lined up a number of guest speakers... today I got Robin Good to speak about multimedia.

DianneA: what are the stragglers like on Festival day BJ

DianneA: it is midnight for me

LeanneMM: Jeff, I know it's late notice, but did you ever talk to Andrew Pincon from Digibridge?

LeanneMM: poor Dianne!

KeikoS: OK, officially I can't access to my server

KeikoS: Therefore update should be done/shown later

KeikoS: If it is not updated in timely manner, please bug me by email

EmilyW: Since I am not sure when I'll be logged in, what room should I be in, if I don't want to be at a session at that time? Should I be in groups lobby since that is my session?

KeikoS: kschnei@sabotenweb.com

KeikoS: or call me on my cell 505-235-8953

KeikoS . o O (I am not always at the computer these days)

YvonnePH: I need to go for now

BjB: yes, that would be good, Em

BjB hugs Yvonne. Thanks for everything

LeanneMM: See you Yvonne

YvonnePH: you're welcome

JeffC: No... didn't talk to him Leanne... but will be happy to if you like.

YvonnePH: Mary is taking me home, so we will talk to you all soon

EmilyW: even if it is not busy?

DianneA: anything else BJ?

YvonnePH: bye from Texas

BjB: I think we're ready for FESTIVAL!

LeanneMM: Just a suggestion, Jeff - he's always been very supportive of WebHeads

YvonnePH: please email me at ypharris@uh.edu if you find any problems with the scavenger hunt

MaryFT left the room (signed off).

SandraS: all right!

JeffC: I've got Jeff Lebow from Worldbridges to talk.

LeanneMM: I heard about that Jeff

YvonnePH left the room (signed off).

KeikoS: http://www.sabotenweb.com/codes.html

LeanneMM: I don't know if the two are complementary or a duplicate or what

LeanneMM: Got it Keiko, looks good

SandraS left the room (signed off).

KeikoS bows to Leanne

DianneA agrees with Leanne

KeikoS bows to Dianne

LeanneMM: Both look good Keiko...relax!

KeikoS bows and relaxes

KeikoS stretches with sleeping pigeon pose

KeikoS . o O (yoga)

DianneA: OK, BJ, if that's it I need to break now before my next tips and tours

BjB applauds all the heard work everyone has done

BjB: thank you all!

KeikoS claps loudly

KeikoS bows to BJB

LeanneMM: See you Dianne

KeikoS: I will see you folks

KeikoS: Bug me if you have anything

LeanneMM guesses she is about as ready as ever to man the helpdesk

KeikoS bows around

LeanneMM: Bye Keiko

LeanneMM: take care

KeikoS: **BJB**, let me know if you have ANYTHING

KeikoS . o O (mail, phone)

KeikoS bows deeply