

# Minutes

# NELUG Meeting

February 13, 2013  
4:00pm – 6:00pm

<b>Facilitator:</b>	Laura Gillenwater, Chairperson
<b>Host:</b>	Laura Gillenwater, Sun Life Financial
<b>Minutetaker:</b>	Tisha Radcliffe, CTDLC
<b>Attendees:</b>	Cindi Malisia, Laura Gillenwater, Lory Woods, Paul Tarquinio, Sue Tedford, Theresa Dickey, Tisha Radcliffe, Wendi Tatum

## Agenda Topics

5 min.	Introductions	All meeting members
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**Discussion:**

Smaller turnout than usual, but good discussions. NELUG welcomed new members.

5 min.	NELUG Business	Laura Gillenwater
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**Discussion:**

Request for presenters for next meeting. Need a Programs Director to help find presenters of interest to NELUG members. We meet four times a year, so not too much work involved, but necessary to keep the group going. Tisha will consider taking this on, but needs to see how work schedule will influence decision.

Our next meeting is in May and we need a presentation for that meeting. It doesn't have to be a Lectora topic but something related or to e-learning in general. Two presenters doing shorter presentations would also be okay.

Need a sponsor for our website. Is CTDLC interested in sponsoring again? Tisha responded that they might be and to send her the information.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
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Send website renewal information to CTDLC	Laura	April 5
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75 min.	But Does It Work?	Laura Gillenwater, Sun Life Financial
<p>Discussion:</p> <p>Laura showed/explained how to get the right kinds of evaluation for your e-course before it's implemented, including</p> <ul style="list-style-type: none"> <li>• when and how to get input and feedback from subject-matter experts (SMEs), including the use of storyboards</li> <li>• what a "QA editor" is and when you need one</li> <li>• when and how to effectively test your own e-courses, including the importance of regression testing</li> <li>• using Lectora's Debug Mode to find and fix problems, and</li> <li>• how to conduct effective pre-implementation user tests.</li> </ul>		
30 min.	Lectora Tips and Techniques	All meeting members
<p>Discussion:</p> <p>The group discussed the new Lectora version 11 release. Users are eager to check it out! The word is that it will be backwards compatible to version X, has dynamic template and theme changes. Integrator is now integrated into Publisher version. We hope to discuss more on user experience at our next meeting.</p>		
5 min.	Meeting Assessment/Ideas for Future Meetings	Laura Gillenwater
<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Discuss new Lectora v11 and share ideas and thoughts on it.</li> <li>• Someone offered to present on using CSV for uploading questions. <b>[If you're that person, please let Laura know!]</b></li> <li>• CTDLC will try to include some NELUG promotion in their next newsletter.</li> </ul>		
<p><b>Special notes:</b></p>		