

Meeting Minutes

NELUG Meeting

March 13, 2007
 5:30pm – 7:30pm
 Sun Life Financial, Wellesley, MA

MINUTES

MARCH 13, 2007

5:30PM – 7:30PM

SUN LIFE FINANCIAL, WELLESLEY, MA

FACILITATOR	Laura Gillenwater, Chairperson
NOTE TAKER	Kim Madaglia, Programs Director (temporary fill-in)
ATTENDEES	Patti McConnell, Dave Lapierre, Michael Goldsmith, Phyllis Wampler, Susan Murray, Laura Gillenwater, Charlie Adler, Paul Tarquino, Robert Dente, Joe Casali, Robert Leung, Donna Quinn, Anne Goh, Jim Lindsay, Dottie Lamark, Barry O'Brien, Jim Lindsay, Melanie Skarning

Agenda topics

20 MIN

WELCOMING REMARKS AND NELUG BUSINESS

LAURA GILLENWATER

DISCUSSION	Our initial Communications Director has resigned. For today's meeting, Kim Madaglia volunteered to take notes. Susan Murray volunteered to take over the role of Communications Director (thanks, Susan!).	
	Laura is attending the E-Learning Guild Conference and Lectora Users Group Conference next month and suggested we put together a flyer advertising our group that she can distribute at those conferences. Laura and Susan will work on creating the flyer together, incorporating suggestions made at this NELUG meeting.	
	We chose a new domain name for our future website – www.NELectoraUsers.org.	
	Laura offered to bring any Lectora improvement ideas to the upcoming Lectora Users Conference on behalf of the NELUG membership. If you have any suggestions for improving Lectora that you'd like Laura to present to the Trivantis folks at the conference, please email your suggestions to her by April 13 th . (This is our opportunity to use the power of NELUG! ☺) Laura also recommended that folks attend the E-Learning Guild conference that's in Boston next month (April 10-13), if they can, as the Guild conferences are usually informative and well-run.	
	Kim Madaglia informed members that she will be developing and sending out a survey to elicit feedback on what people would like to have for upcoming programs. Kim is also looking for volunteers to present topics.	
CONCLUSIONS	Susan Murray is our new Communications Director	
	A flyer will be developed to promote NELUG. Information will include a description of NELUG, how often we meet, and contact information.	
	Our new domain name will be www.neluctorusers.org	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a NELUG flyer	Susan Murray and Laura Gillenwater	4/6/07
Email Lectora-improvement ideas for conference to Laura.	All members	4/13/07
Send survey for future programs	Kim Madaglia, Laura Gillenwater	

70 MIN

WHAT ARE WE DOING IN LECTORA

JOE CASALI, KIM MADAGLIA,
ROB DENTE

DISCUSSION	Presentations – "What are We Doing With Lectora?"
	Kim Madaglia presented DOR's Tip of the Month (TOM). These are quick, 5-minute e-learning modules, each focusing on one tip with sound and animation. Development time is greatly cut down and they are able to market themselves.
	Joe Casli presented his first e-learning module on financial paybacks. He shared his experiences (including losing his entire team) and how he used Lectora to create the template.
	Robert Dente presented a sample e-learning module and shared some tips on using variables and SCORM compliance. He used the variables to allow students to check their answers on each question of the test and allow them to jump back to the section for review and jump back to the page where they left off in the test (very cool).
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Arrange presenters for next meeting	Kim Madaglia	
Set up a page on our new Website from which people can access samples shown during meeting presentations.	Mark, Laura, Barry	

10 MIN

MEETING ASSESSMENT AND IDEAS FOR FUTURE MEETINGS

LAURA GILLENWATER

DISCUSSION	People suggested many ideas, including a topic on LMS and SCORM, variables, how to build a web site with Lectora, and comparing Lectora with other publishing tools.	
	It was also suggested that we use the online forum that is part of Lectora's website (http://community.trivantis.com/default.asp) for informal training/topics as well as creating an email list with people's skills that can be shared so that if we run into a problem or a question we will have someone to call.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ensure that "areas of expertise" section is included in the membership registration functionality of the new website.	Mark, Laura, Barry	
Create and send a survey to assess satisfaction with today's meeting that can be used to make any necessary improvements for future meetings.	Laura	3/20/07

20 MINUTES

GENERAL NETWORKING

EVERYONE

DISCUSSION	The E-Learning Guild conference is next month (check out the website). There is also a trainer's roundtable that Dottie Lamark recommended – they meet 3 rd Friday of the month. Their Website is http://www.trainers-roundtable.org	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE