

# Agenda

# NELUG Meeting

August 14, 2013  
4:00pm – 6:00pm

<b>Facilitator:</b>	Laura Gillenwater, NELUG Chairperson
<b>Host:</b>	Laura Gillenwater, Sun Life Financial
<b>Minutetaker:</b>	Cindy Kalberer, FMR
<b>Pework:</b>	Please <ul style="list-style-type: none"><li>• think of Lectora-related questions or tips or a little sample of something you created in Lectora that you might have to share and</li><li>• give some thought as to what topic, if any, you might be willing to present at a future meeting.</li></ul>

## Agenda Topics

<b>5 min.</b>	<b>Introductions</b> <u>Expected Outcome:</u> Get to know fellow attendees – where they work, how long they've been using Lectora, and what kind of stuff they develop in Lectora.	All meeting members
<b>5 min.</b>	<b>NELUG Business</b> <u>Expected Outcome:</u> Learn about, discuss, and/or make decisions on issues related to NELUG as an organization.	Laura Gillenwater
<b>30 min.</b>	<b>Creating Question Pools for CSV Upload</b> <u>Expected Outcome:</u> In this presentation, Theresa will demonstrate how to create question pools that can be easily uploaded into Lectora titles using Lectora's CSV upload functionality.	Theresa Dickey, AllRegs
<b>45 min.</b>	<b>Using Variables in Lectora</b> <u>Expected Outcome:</u> In this session, Daryl will explain the basics of what variables are and how they work, and then demonstrate various applications of variables, from simple to complex and from boring to fun!	Daryl Fleary, Trivantis
<b>30 min.</b>	<b>Lectora Tips and Techniques</b> <u>Expected Outcome:</u> Meeting members will have the opportunity to ask for help/information from others and/or share tips and techniques they've discovered.	All meeting members
<b>5 min.</b>	<b>Meeting Assessment and Ideas for Future Meetings</b> <u>Expected Outcome:</u> We'll discuss how this meeting went and what improvements we can make for future meetings	Laura Gillenwater