

Depot Training Team Meeting
December 2, 2009, Wednesday, 1:00 – 2:30 PM, CPE Conference Room C

Present:

Misty Hanks, Jennifer Little (Morehead), Tonya Crum (KET), Donna Eustace (KDE), Lisa Johnson (JCPS), Betsy Hughes, Enid Wohlstein, Elaine Maher, Dave Henderson, Miko Pattie (CPE)

1. Surprise Goodies for Miko

The team enjoyed a snack of goodies for Miko's retirement December 15.

2. Depot Launch

The team shared the thought on the Nov. 17 Depot Launch. All agreed that it gave the Depot great exposure and a good beginning.

3. Review Where We Are in Training Modules

- **Awareness Module** – Dave showed us the tutorial in Flash that Lisa has done based on the finalized PowerPoint. This has been posted in Resources/Training Materials on the Depot website.
- **Searching Module** – The team reviewed the version posted on the website and detected some notes are missing.
Follow-up: Betsy will review her version and update it so that Lisa can convert it to tutorial.
- **Contributing Module** – The team decided that this module might need more work to convert it to a tutorial. In reviewing the training plan, the team decided to work towards this by next meeting in Feb. 2010.
Follow-up: Misty will work on how best to do this tutorial.
- **Cheat sheets** - The team decided to have cheat sheets to go with these tutorials.
Follow-up: Betsy will create a template for Misty to work on.
- **Processing of these materials** – Revisions of these modules will be reflected both on the website and in the Depot Learning Resources Collection. Coordination is needed between the team and Dave.

4. Tasks for Next Year

- **Contributing Module and Cheat Sheets**
- **Evaluation & Survey**
 - Donna will send Misty her survey on the Awareness Module.
 - For both f2f training sessions and online tutorials
 - Possible use of 30-day trial accounts as an incentives for filling out surveys
 - Donna will test the survey at her January training on Searching Module.
- **Possible revisions of or additional training modules based on survey data**

5. Marketing

The team discussed the need for a Marketing Team. This will be raised at the next week's Steering Committee meeting.

6. Future Meetings

Our next meeting will be in February 2010. Date and place will be determined later. We can opt for quarterly meetings if needed.