
Members Present: Salisbury, Lennertz Jetton, Parker-Gibson

The minutes were approved as written.

Lora reported that her conversation with Elaine was unsuccessful at determining both the availability of Camtasia 4 for those in the group and in determining available licenses that could be moved to other machines. She will continue working to correct the situation.

Discussion began with a review of the Presentation draft for “Registering for InterLibrary Loan”

Comments included:

a) Sound uneven
b) A bit more length is needed on the last slide
c) Beginning too fast
d) Add a phrase to click to submit the form at the end
e) Remove the pointer on introduction and remove the subtitle

Necia Parker-Gibson presented her draft presentation that is available in the collaborative folder within the folder “Authorking.” She agreed to provide a storyboard for further discussion.

Discussion turned to decision points that need to be made when creating videos. The small group used the power point entitled “Decisions.ppt” to guide the discussion. The following decisions on settings were made:

a) (Slide 1 & 2) flash videos
b) (Slide 3) One video template
dimensions in the previous meeting
We did not yet explore the theme issue – we have been using glass.
c) (Slide 4) SWF is the appropriate file
current target version as 7 (most of us are using Flash 9)
Automatic colors and frame rate as that is said to provide optimum product
Did not discuss background color
d) (Slide 5) Agreed to mp3 audio
Need to review audio attributes – appears to be linked to sound capabilities of production computer
e) (Slide 6) Need to determine contents of show about box
Select show duration
Select show elapsed time
Retain time as mm:ss
Retain controller color as default
Show loading movie – accept Camtasia loading movie
End action is determined by individual production
f) (Slide 7) Need to discuss contents of show about box

g) (Slide 8) Need to discuss video info options and metadata
SCORM is not currently applicable
We have tested watermark and have not found it usable as of yet (previous meetings)

Slides 9 and 10 deal with metadata. Discussion turned to attribution. Lora indicated that we may be able to settle differences of opinion regarding attribution by using metadata fields. She will distribute Dublin Core information to the committee for further discussion.

In addition to the elements listed above, decisions still need to be made regarding typical endings of shows and the standardization of browsers toolbars in presentations.
Action items:

- Lora will continue working on Camtasia 4 access
- Lora will provide everyone with Dublin Core metadata information
- Necia will develop a storyboard for her presentation for the group to review
- Lora will try to develop a more finished presentation for the group

Items not addressed this time:

- Captioning opportunities
- Surveys and quizzes