

Title of Session: TI Festival 2005 Planning Meeting

Moderator: BJ Berquist

Title of File: 20050525planning

Date: May 25, 2005

Room: TI Festival Group Room

BjB: I think we are going to have a small group today

KeikoS . o O (small is good)

SharonHo: small is good!

KeikoS: nice and cozy

SharonHo: I have to leave at 8:00

BjB smiles and nods. I would like to discuss the certificate, the sign in page, and the pre-festival tips and tricks

KeikoS nods profoundly

SharonHo: and perhaps..."poster" concept?

BjB: but let's get questions about the poster session taken care of first

SharonHo: can you tell me what it means?

BjB: groups agree to open their group room to anyone

SharonHo: and...

BjB: Emily, did we need to get the webheads group opened?

EmilyW: basically it means that your group is linked from the groups lobby

EmilyW: don't think so

EmilyW: let me check

EmilyW: be right back

BjB: oh...thanks.

EmilyW left the room.

BjB: there is a group lobby in Tapped In

SharonHo: yes..

BjB: the group lobby will be a featured passageway in Reception

EmilyW joined the room.

EmilyW: it is not open

BjB: all the participating groups will have a featured passageway posted in the groups lobby

SharonHo: how can we change that?

BjB: thanks, Emily

KeikoS bows to enter

BjB: just a sec and we'll tell you, Sharon

BjB: you don't have to have anyone in the group room...the guests won't be able to add, post, etc to anything in the room

ElizabethH: Are group rooms usually closed, and if so, how do new members join?

SharonHo: Elizabeth we had a new member join yesterday...

BjB: it just gives people a chance to enter a group room, look at resources and get a better idea of what the group does

ElizabethH: Did you write to them, Sharon?

KeikoS . o O (open house)

SharonHo: Yes:-)

BjB: typically only Tapped in members can join a group and only group members can enter a group room

KeikoS . o O (oh, then I must be a group member here)

ElizabethH: I was thinking we could put a nice pix of us in the room, and add some links to our Portal Page, etc.

KeikoS slowly realizes the obvious

BjB: Sharon, you'll have to go to the group room to open the room to all guests

ElizabethH: I really did nothing with the room all year, and now, finally, I have some ideas!!

SharonHo: okay...here's the duh factor, how?

BjB nods to Elizabeth...it's a 'showcase opportunity' for your group

BjB: Sharon, you should have the group room in your favorite places menu

BjB . o O (top right of the screen)

BjB: I'll pm you with directions

BjB . o O (once you get there)

SharonHo left the room.

ElizabethH: Emily--just wanted to thank you for all the work you have accomplished on this--you are a whirlwind!

KeikoS bows to Emily

SharonHo joined the room.

KeikoS hugs Sharon

SharonHo: whew

ElizabethH: How did it go Sharon?

EmilyW: thanks

BjB cheers. Sharon did a great job!

SharonHo: sigh...

ElizabethH clap clap clap!

SharonHo: is it working now?

BjB: after the festival, you can change that setting back to just group members

SharonHo: said the technically challenged..

SharonHo: okay

ElizabethH: Maybe it would be advantageous to leave the room open?

SharonHo: why not?

BjB: sometimes it is advantageous...unless you don't want people wandering in and out while you're having a meeting

ElizabethH: Sharon--you think you're tech-challenged! I gave everyone in the room list moderator privileges by accident.

EmilyW: lol

ElizabethH: It was a good way to find out which e-mails were dead. I keep meaning to go in and delete the ones that don't work anymore.

SharonHo: but that's because you were multi-tasking at the time

BjB: did we get the questions about the poster sessions answered?

EmilyW: Does everyone understand the poster session now?

SharonHo: Is that all there is?

KeikoS looks at Emily with Sharon

SharonHo: I thought it had to do with posting...

BjB nods. If you want to have someone in the room to greet visitors, that would be a good idea

SharonHo: okay..

BjB . o O (but that is up to you and the group)

EmilyW: or if you want to be in the groups lobby

KeikoS: Can we say like Group Open House?

KeikoS: Poster session is kind of difficult to understand...

SharonHo: we would need to do it in shifts, I think...

KeikoS is just ignorant

BjB: Keiko, read the festival page

BjB: <http://tappedin.org/tappedin/web/festival/>

KeikoS: oops

KeikoS: Oh, OK.

KeikoS: Pardon my ignorance

BjB: np

KeikoS bows

BjB: that's why these meetings are so important....we need to keep everyone on the same page

KeikoS nods vigorously

BjB: did you all see the sign in form that Keiko started?

SharonHo: not yet

BjB . o O (it can't be completed until we have a definite schedule)

KeikoS: <http://www.sabotenweb.com/signin.html>

BjB: the sign in cert is linked under featured items, links, Sharon

BjB: thanks, Keiko

KeikoS bows to BJB

SharonHo: Yes, I saw it...just haven't reviewed it yet...thanks

EmilyW: Keiko, is there a reason why I am on the list to get the form?

EmilyW: I don't mind getting it

BjB: Dianne and I (mostly Dianne) have scheduled quite a few pre-festival tips and tricks for June

KeikoS: BJB thought it was a good idea...

KeikoS: I thought you could be certificate committee?

KeikoS looks up to Emily

BjB: some of them are specifically for helpdesk volunteers

EmilyW: ok

EmilyW: just let me know what I need to do

KeikoS: Comments about the festival itself and technical part

KeikoS: Well, Dianne is on it, too.

BjB: the volunteers can also get the one-hour credit for participating in the pre-festival tours

KeikoS: I think some of us, BjB? made a summary out of the sign-in comments, last year.

BjB: but we're hoping that this will inspire some volunteers to lead their own tours.

BjB nods to Keiko

KeikoS: You can keep track of how many people participated and so forth

BjB: I sent a report to Tapped In listing participants for each session and a summary of comments

KeikoS bows to BjB and awes to her commitment

BjB: post festival stuff takes almost as long as pre-festival planning!

KeikoS nods profoundly

ElizabethH: Sharon--I think most Webheads will want to be in the sessions. We can leave the group room unattended, but check at intervals to see if there are messages?

BjB: consensus is to accept the certificate that Emily designed?

KeikoS: *I* like it!

BjB: me too

SharonHo: Okay, Elizabeth

KeikoS: Would you be willing to customize for all participants?

KeikoS . o O (Emily?)

EmilyW: it depends

KeikoS: on...?

BjB: Donna will do that, Keiko

KeikoS: Oh, Donna will?

BjB nods

KeikoS: And she likes it?

KeikoS . o O (Donna is picky)

BjB: she hasn't said anything.

ElizabethH: So people should sign a Sign-in Certificate before each session they attend??

ElizabethH: Will there be a secret PW this time too?

KeikoS: See the thing is they will need the code

EmilyW: as long as it was in powerpoint (or word) she didn't seem to mind

SharonHo: PW?

KeikoS: it is a required field

ElizabethH: Certificate is great!

KeikoS: The code is given away at the end of the session.

BjB: at the END of each session, Elizabeth. We will give the code (pw) at the end of each session

KeikoS . o O (wasn't it BJB?)

BjB: Donna will do the codes again too

KeikoS claps

KeikoS: Great

KeikoS: We are in good shape, then.

BjB . o O (this is one of the things we will be covering in the helpdesk pre-festival tips and tricks)

KeikoS: Certificate designed, work designated

EmilyW: (I will keep the emails, and if you need help, let me know)

ElizabethH: Al sounds good to me.

KeikoS: I just have to get in touch with Patti again on how to distribute

ElizabethH: All...

BjB nods to Keiko

KeikoS: If you DON'T want to receive sign ins, Emily, I will take off your address.

KeikoS: it is up to you...

EmilyW: I want to

EmilyW: I want to help

KeikoS: OK

KeikoS smiles to Emily

EmilyW: I just don't know how much I can

ElizabethH . o O (Emily is very helpful)

KeikoS: Well, for Sign in, I will just filter it in a mailbox I designated and..

KeikoS: really don't do anything

BjB: let's take a quick look at the agenda for tips and tricks, please

KeikoS nods to BJB

BjB: scroll down on the page above the chat window

KeikoS . o O (unless there is technical problem, I guess)

KeikoS does what BJB tells us

BJB: there is a note next to the featured passageways

BJB: all helpdesk volunteers should always introduce themselves...just as all events always start with introductions

KeikoS nods

BJB: all volunteers should have the festival page url in their ME/Links file

KeikoS takes notes

BJB: Keiko, just copy and print out the note

KeikoS nods

KeikoS . o O (I mean mentally)

BJB: volunteers should know how to let people know where events will take place...do you all know how to find out that information?

BJB . o O (right now it's moot, since I haven't assigned many events to rooms yet)

KeikoS: schedule?

KeikoS is still an ignorant helpdesk wannabe here

ElizabethH: the Festival Schedule page?

BJB: yes, if you go to the schedule and click an event, the room where the event will take place is identified

EmilyW: what exactly is the difference between pre-festival tips and tricks and regular tips and tricks?

ElizabethH: BJ--you did know we will do the Video Webheads in Mike Marzio's office?

BJB: Emily, Pre-Festival TandT will follow the agenda I'm outlining now

EmilyW: I have a suggestion for the agenda

BJB: no, I didn't know that, Elizabeth. You told me the WIA room

KeikoS: Well, then webheads room really needs to be open to anybody

KeikoS: I mean, Mike's office

BjB: let me get you the blurbs for the volunteer and pre-fest t and t

BjB: Keiko, if an event takes place in an office, then anyone can go there...it's not like a group

KeikoS: Oh, OK

KeikoS nods profoundly

SharonHo: thanks..

BjB: here is the calendar blurb for helpdesk volunteer Tips

BjB: * SPECIAL! Pre-Festival Tips and Tricks for Helpdesk Volunteers

BjB: 3:00pm PDT/6:00pm EDT/22:00 GMT

BjB: All Tapped In helpdesk volunteers are urged to participate in at least one of the pre-festival tips and tricks to refresh your skills and learn about Festival-related links and notes before Tapped In Festival 2005. Participation in ONE Festival Tips and Tricks event is worth one hour of participation toward the three hours needed to receive a Certificate of Participation. Continuing Education Credits for the certificates are determined by individual educational institutions.

KeikoS: OK

KeikoS: So, that is for the first radio button in my sign in that says...

KeikoS: Orientation tours for helpdesk volunteers

KeikoS . o O (right?)

BjB: here's the one for members

BjB: * SPECIAL! Pre-Festival Tips and Tricks

BjB: 3:00pm PDT/6:00pm EDT/22:00 GMT

BjB: Learn the 10 steps to having a successful chat and getting the most out of Tapped In Festival 2005! Participation in ONE Festival Tips and Tricks event is worth one hour of participation toward the three hours needed to receive a Certificate of Participation. Continuing Education Credits for the certificates are determined by individual educational institutions.

KeikoS: And that is

KeikoS: Pre-Festival Tour

KeikoS: Should I give a better name?

KeikoS: Maybe the description you just posted?

ElizabethH: BJ--the Webheads will be in the Webhead office.

BjB: right, Keiko. Orientation is Pre-Festival Tour

KeikoS: I will change it and will let you see it

KeikoS: Could you give me some advice/comments?

KeikoS looks up to BjB with fishy eyes

BjB: Pre-Festival Tips and Tricks is good

DavidWe joined the room.

DavidWe waves

KeikoS: for volunteers?

BjB waves hi to David

KeikoS hugs David

ElizabethH: How about "Festival Tips and Tricks"?

BjB: won't really matter which one they attend

KeikoS is a little confused about the terms

KeikoS: So it can really be one?

BjB nods

KeikoS: OK

KeikoS: I will fix that

BjB . o O (KISS principle)

KeikoS: I will fix that

ElizabethH: . o O (it's really Tips about the Festival...)

SharonHo: oh, sorry David...hi!

DavidWe smiles

ElizabethH: Hi David

DavidWe waves again

BjB: let's make the code for the pre-festival tours "orientation"

KeikoS: OK

KeikoS: I will do all that fixing and will ask BJB to take a look

BjB nods

EmilyW: What happens to the people at the Festival who have the wrong time zone setting, and misses the session they want to go to? Can the time zone setting be a part of the pre-festival tour?

ElizabethH: TI really needs to get into GMT/UTC and link to timeanddate.

BjB: it should be, Emily. Good point

KeikoS nods vigorously

ElizabethH: I'm already confused with the times not being Daylight Savings corrected.

ElizabethH: this shouldn't be difficult to program?

KeikoS: Oh, it is not, Elizabeth?

DavidWe: I believe that they are Daylight Savings Time corrected, Elizabeth

KeikoS: Or all of us have to reprogram

BjB: The times convert to Daylight savings

BjB: . o O (automatically)

KeikoS: except Arizona and Indiana, but that is a different category, I believe.

EmilyW: lol

DavidWe agrees with Keiko

BjB nods...different planet?

ElizabethH: David--I think it just says on the page--if there is a star, these are to be converted to DT

EmilyW: (not Indiana for long)

ElizabethH: DST

KeikoS: I recall Zaz did quite detailed job

DavidWe: It's done for you, I believe, Elizabeth

BjB: Emily, setting time zones will be covered when people go to the schedule

BjB . o O (same as when we show the calendar during the regular tours)

KeikoS nods to BJB. That would be appropriate

EmilyW: ok

BjB: The 10 steps were written two years ago when chaos ruled

KeikoS recalls with fond memories

BjB: last year things went really well...because of all the pre-festival tours we did

KeikoS nods vigorously

KeikoS: even really big groups with early schedule were well-managed

BjB: but I will post the 10 steps in all the public conference rooms

KeikoS bows to BJB

BjB agrees with Keiko. We also had a more experienced group of presenters

BjB: the 10 steps have reminders of how to detach the chat and sending private messages

BjB . o O (very important to stress both of those)

KeikoS nods vigorously

BjB: getting to the poster session group rooms will be easy...just link to the group lobby featured passageway in reception

BjB: then use the featured passageways to the group rooms

BjB: when you are in a group room there is always a link in that room back to the lobby

ElizabethH: Is the group room ready for linkage now?

BjB: been done, Elizabeth.

ElizabethH: I'm getting hyped for this, guys--I feel as if it should be in June!

BjB laughs. Not yet, Elizabeth...we still need a couple sessions. I'm looking for a math session

DavidWe ducks

EmilyW: I would do a math session if I could

DavidWe will volunteer

DavidWe will volunteer Emily?

BjB: and maybe a tech session. I'm going to talk to the trackstar people

BjB: they're doing a session in June

DavidWe: That should be EASY to get, Bj

ElizabethH: Is Trackstar free? I have just noticed it in my cards.

SharonHo: Back a bit....would you telling me what linkage means?

BjB: yes, right now it's free

EmilyW: I can help David plan it

EmilyW: plan one

DavidWe nods

DavidWe: linkage == a link on a web page

DavidWe . o O (I think)

ElizabethH: Excuse me - phone

BjB: featured passageway, Sharon

SharonHo: but from the group room?

SharonHo: oh...okay

BjB: from the groups lobby

SharonHo: thanks

ElizabethH: Is that the name? "Groups Lobby"?

KeikoS: How does this look?

BjB: you can visit the groups lobby and see what it looks like

KeikoS: <http://www.sabotenweb.com/codes.html>

ElizabethH: this is off the TI campus?

BjB: let's go to reception and I'll show you how to find the groups lobby

DavidWe puts his shoes on

SharonHo left the room.

ElizabethH: Elizabeth grabs her umbrella

KeikoS: and this...

KeikoS: <http://www.sabotenweb.com/signin.html>

KeikoS will follow

ElizabethH left the room.

BjB left the room.

Room: TI_Reception

BjB joined the room.

DavidWe joined the room.

BJB2 left the room.

DavidWe left the room.

BjB: see IN THIS BUILDING

KeikoS joined the room.

KeikoS: bad sign, Safari freezes again

KeikoS better do some maintenance before the conference

DavidWe joined the room.

BjB . o O (on the blue menu...IN THIS BUILDING)

ElizabethH left the room.

KeikoS follows

KeikoS: OK

DavidWe left the room.

KeikoS: Oh, is it not just me?

KeikoS . o O (Luckily I am following)

BjB: I just featured the passageway to the groups lobby so there are a couple ways to find it

BjB left the room.

Room: TI_3_Lby

BjB joined the room.

BjB: what do you think, David and Elizabeth?

ElizabethH: Are the Featured Links all the poster/group rooms?

EmilyW: yes

ElizabethH: Sorry--Featured Passageways

ElizabethH: That's great

SharonHo joined the room.

KeikoS joined the room.

KeikoS bows to enter

ElizabethH: Can you change "Take a look at these:" to "FESTIVAL POSTER SESSIONS"? or like that?

BjB: we're going to encourage all comments to be made to the discussion board here in the lobby

DavidWe: It's Grrreat!!!

BjB . o O (so that the comments are centralized)

ElizabethH: Good idea, BJ

DavidWe smiles

ElizabethH: The message in "How to Join a Group" seems a little difficult?

BjB: fixed the featured passageways to say festival 2005 poster session groups

KeikoS: Can I get you to take a quick look at

KeikoS: <http://www.sabotenweb.com/signin.html>

KeikoS: and

KeikoS: <http://www.sabotenweb.com/codes.html>

ElizabethH: Where is "On This Floor"?

BjB: if you can make it more clear, Elizabeth...it's a fairly complicated procedure

KeikoS: On the menu to the left

ElizabethH: Yes, Keiko--I just was there.

KeikoS bows

SharonHo: maybe it could be bulleted

KeikoS: under Welcome

KeikoS: Above Notes

ElizabethH: Can you just put a link there too instead?

ElizabethH: Yes, bullets would be good.

SharonHo: I think if it's broken up with white space it could appear to be easier to read

ElizabethH: . o O (the designer's eye, Sharon)

SharonHo: LOL

ElizabethH: Maybe bullets or more white space in the box above--TI Festival 2005

SharonHo: I'm also an advocate for the Plain English movement

ElizabethH: Since the links are already posted, maybe it could be shortened a bit too--

SharonHo: sorry, I've got to go and pick up my DH, but won't sign off so that I can receive the complete transcript

KeikoS waves and bows to Sharon

SharonHo: Thanks very much. When is the next meeting?

DavidWe waves to Sharon

ElizabethH: Just start with "In keeping with the Festival theme, Creating Connections through Collaboration, this room showcases collaborative groups. Scroll down to link to groups in the Featured Passageways box.

SharonHo: Bye all!

KeikoS smiles to Sharon

KeikoS wonders about BJB's well-being

ElizabethH: Groups have organized poster sessions to display their collaborative ideas.

ElizabethH: After visiting a group room, return [HERE](#) to post a comment in the folder "Festival Poster Session Comments" in the featured Items box.

BjB: check how to join a group now

ElizabethH: Bye sharon! See you in a couple of weeks.

KeikoS left the room (signed off).

ElizabethH: Just trying to shorten it a bit.

KeikoS joined the room.

KeikoS: Wow, BJB strikes again!

ElizabethH: Can you put a link in "How to join a Group"?

KeikoS claps

BjB: where do you want the link? What would it link to?

ElizabethH: Instead of "Select On This Floor under Welcome on the left, etc."

BjB: I'm not sure I can do that

BjB: I'll have to talk to Patti

ElizabethH: Could they join a group right from the group site when they link from Featured Passageways?

BjB: no

ElizabethH: that would be the easiest direction--just join when they are there on the spot.

ElizabethH: So they couldn't just go and click to join?

ElizabethH left the room.

KeikoS: oops

BjB: the problem is that the system is set up so that people can only enter a group room if they are members of the group.

KeikoS: ahhh

BjB: ackk

ElizabethH: I see--I went to Jeff's and it says "anyone can see and join this group" but it doesn't say how to.

ElizabethH: I see little ?'s in the How to Join a Group box.

ElizabethH: Could this be *** or --?

BjB: hmmm...I put in bullets, and I see boxes

BjB: asterisks might work better

KeikoS: I see kind of like shoes

ElizabethH: Yes--bullets are not universal in all browsers.

ElizabethH: Bye David

ElizabethH: I'm thinking that all of the boxes will accept a little html, such as italics and bolding, as well as urls--this makes a prettier page.

BjB: I use Safari at school with no problems, but I've heard a lot of good things about firefox

KeikoS: Elizabeth, I don't think so...

BjB: notes don't take html

ElizabethH: Safari isn't being updated quickly enough, but Keiko is right--you need to update Java.

KeikoS . o O (right, BJB)

BjB: I can make italics and bold on the calendar, but not in the text here

KeikoS . o O (limitation, but that is how it is now, I guess)

ElizabethH: How to Join a group looks easier to read now, I think.

KeikoS agrees with Elizabeth

BjB: we've kind of gone over our one hour meeting

ElizabethH: Anyway--it looks good with the asterisks.

KeikoS agrees

BjB: if you have any other suggestions, please email me.

ElizabethH: sorry to have kept you, BJB & Keiko--I'll explore the room a bit.

ElizabethH: See you next time?

KeikoS: Let us know if you find cool tricks!

BjB: thanks for joining us, Elizabeth.

KeikoS bows to Elizabeth and BJB

BjB waves goodnight

KeikoS hugs good night

KeikoS: I will see you around

ElizabethH hugs everyone!

KeikoS: Thanks for your participation and input, Elizabeth!

KeikoS bows deeply

BjB left the room.

ED Note: Next TI Festival Meeting is June 22, 7pm EDT/23:00 GMT