FLUID Project Launch Meeting – Notes  
April 19-20, 2007  
University of Toronto

In Attendance

University of Toronto  
* Jutta Treviranus  
* Colin Clark  
* Michelle D'Souza  
* Joseph Scheuhammer  
* Jonathan Hung  
* David Bolter  
* Simon Bates

York University  
* Ron Owston  
* Peter Rowley  
* Herb Wideman

University of British Columbia  
* Jens Haeusser  
* Paul Zablosky

UC Berkeley  
* Mara Hancock  
* Daphne Ogle  
* Seamus Byrne (via videoconference on Thursday)

Cambridge University  
* John Norman (on Friday)

Roles, Partners, Participants

Project Manager  
* The ATRC has a good candidate for the FLUID project manager position  
* In the meantime, Colin and Jutta will fill in until someone is hired

UBC  
* Lead: Jens Haeusser  
* Primarily working on uPortal and Kuali Student  
* FLUID will focus on v3 of uPortal, although will try to make portlets work with the Fluid framework in v2.00.  
* Kuali Student is just starting development; will be kept on the side until a large
A proposal is submitted to Mellon
* Will contract a UX designer

**UC Berkeley**
* Lead: Mara Hancock
* Focussing on user design, design patterns, to help define the components
* Defining the user driven design process
* Will focus on implementation in Sakai
* Will integrate Fluid into Sakai
* Staff will include Mara, Daphne, UI Designer/Developer (Seamus), a lead developer, interaction designer (new), and a UI developer (new)

**York**
* Lead: Ron Owston
* Experience with "non-traditional usability studies": learning outcomes for users and students, and the context of use.
* Will study how the software works once it has been published to the community.
* Virtual usability lab: Remote usability testing
* York is moving from WebCT to Moodle, will look at integrating Fluid into Moodle
* Herb will do user research
* York will move VUlab from prototype to production level, will remove dependence on commercial software, expect VUlab to be usable for Fluid usability testing by end of first year

**Michigan State**
* Lead: Mike Elledge
* Experience performing user testing, one-on-one
* Find accessibility problems and recommend UI changes
* Usability lab (UAC) will be used for user testing and accessibility testing

**University of Colorado**
* Lead: Clayton Lewis, HCI professor
* Experience in accessibility for people with cognitive impairments
* Will provide usability advice and support

**Cambridge**
* Lead: John Norman
* Strong background in terms of software architecture
* Java architecture, Sakai integration (Antranig Basman)
* Will help with creating accessible UI components

**IBM**
* Lead: Rich Schwerdtfeger
* Author of ARIA specifications at the W3C
* IBM is highly involved in Ajax accessibility
* Advisory role
Sun
* Lead: Earl Johnson
* Security expertise?
* Advisory role

Mozilla Foundation
* Funding for Doj-related accessibility work

Communication and Collaboration Plan
* need to come up with a communications plan today
* agreed there will be a monthly teleconference meeting for everybody
* website will be used for mailing lists (will be archived with access from wiki), wiki, bug tracking, source code sharing, IM, IRC Chat, video conferencing (Breeze)
* Colin reported that we are negotiating a Confluence license for the wiki, we’re having some trouble getting it free
* we need a glossary of terms to forge agreement and facilitate communication with non-technical participants
* Dave Bolter described use of IRC channels, will give it a try
* nice to have video channels always open, perhaps into Fluid project room, Ron will see about using Breeze for this
* most partners have access to Polycom video-conferencing systems, but these are not convenient for informal meetings due to need to reserve in advance, could have bridge from computer to Polycom PVS, H323 compliant
* Jens at UBC may be able to offer a small Polycom bridge
* would be nice to have a streaming server for video clips, good for UX discussions
* team meetings should be weekly, want to avoid silos though
* face-to-face meetings can be most efficiently accomplished by leveraging off events such as uPortal and Sakai conferences
* discussed pros and cons of various possible dates and locations for next face-to-face meeting
* need to represent roles on public site, will set up wiki profiles and each person can update their own
* need to pay attention to honouring confidentiality for test subjects: will have private spaces on the wiki for this
* monthly meeting will be the first Wed. of each month at 11:00AM EDT as this works for UK and west coast, first meeting will be Wed. May 2, will be announced on work email list

Governance
See RACI chart set up by Colin for further info

Governance Needs
* Dispute resolution/compromises
* Advice and expertise
* Coordination (silo prevention), scheduling
* Resource allocation
* Driving the big-picture, whole vision
* Functional & technical councils
* Motivation/recognition of contributions
* Keeping track of project activities
* Prioritization
* Outreach and communication
* Personnel reporting
* Acceptance criteria

**Board**
* money role, pecuniary interests of funders and our universities
* manages relationship with Mellon and other funders
* reporting to funders
* accountable for deliverables

**Advisory Committee**
* members don't represent specific projects; "wear many hats"; have broad expertise.
* handles deadlocks and conflicts among the projects

**Working Groups**
* Core decision-making for project direction
* Dispute resolution
* Prioritization

**Miscellaneous**

**Moodle**
* will deliver a design for a toolkit for UI development, no technology
* Fluid deliverables such as usability results, UX, heuristics, personas, design patterns will be applicable to Moodle

**U-Camps**
* Design workshops & talks
* Hands-on activities related to UX
  - heuristic reviews
  - design advice/reviews of in-progress software
  - prioritization and synthesis of pain points
* Opportunity to bring developers and UX people together
* What is the perfect U-Camp?
  - triage and prevention
  - live demos and accessibility reviews
  - usability testing clips
People who need to be happy
* Individuals with disabilities
* Community members
* End users of Sakai, uPortal, etc.
* Integrators and “customizers (including system administrators)
* User support & trainers
* Developers of components and portlets
* Funders and our universities (we set our success criteria, but they need to be measurable and communicated)

Upcoming Conferences
* uPortal Developer Workshop, next week
* Sakai, Amsterdam, June 10-14
* JA-SIG, Denver, June 22-25
* MoodleMoot UK, October 2007
* Educause, October
* Sakai, Newport Beach, December 2007
* JA-SIG, December?