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| Meeting Title | | | | | | | | | |
| Minutes | | | | 11/18/2009 | 3:00 PM | | | Library | |
|  | | | | | | | | | |
| Meeting called by | | Brian Cullinan | | | | | | | |
| Type of meeting | | Preparation | | | | | | | |
| Facilitator | | Lun Hai | | | | | | | |
| Note taker | | Brian Cullinan | | | | | | | |
| Timekeeper | | Shiqi Wang | | | | | | | |
| Attendees | | Brian Cullinan, Lun Hai, Shiqi Wang | | | | | | | |
|  | | | | | | | | | |
| Agenda topics | | | | | | | | | |
| 10 Min | | | | Introduction | | | | Shiqi Wang | |
| Discussion |  | | | | | | | | |
| Elaborate on topics more | | | | | | | | | |
| Define social networking; official definition, and easy to understand definition | | | | | | | | | |
| Conclusions | Good start | | | | | | | | |
| Almost ready to compile into final paper | | | | | | | | | |
| Will be used in presentation | | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
|  | | | | | |  | | |  |
|  | | | | | |  | | |  |
|  | | | | | | | | | |
| 10 Min | | | | Types of Social Networking | | | | Lun Hai | |
| Discussion | Define each type | | | | | | | | |
| Added “Development” networking | | | | | | | | | |
| Defined the link between development networking and professional networking | | | | | | | | | |
| Conclusions | Elaborate on each topic more | | | | | | | | |
| Need pictures for presentation of each website | | | | | | | | | |
|  | | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline |
| Cite the sources | | | | | | Lun Hai | | | Friday |
|  | | | | | |  | | |  |
|  | | | | | |  | | |  |
| 10 Min | | | Advantages of Social Networking | | | | Lun Hai | | |
| Discussion | This section must be convincing | | | | | | | | | |
| Main argument section, convince people how great it is | | | | | | | | | | |
|  | | | | | | | | | | |
| Conclusions | Pretty good, needs a little work | | | | | | | | | |
| Almost ready to add to final paper | | | | | | | | | | |
|  | | | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline | |
| More works cited, submit to Shiqi | | | | | | Lun Hai and Shiqi Wang | | | Friday | |
|  | | | | | |  | | |  | |
|  | | | | | | | | | | |
| 10 Min | | | | How to Use Social Networking | | | Brian Cullinan | | | |
| Discussion | How to find the appropriate social networking cite | | | | | | | | | |
| What is web presence, defined for group and paper | | | | | | | | | | |
| Instructional process like the ones discussed in class | | | | | | | | | | |
| Conclusions | Edit the instructions so it doesn’t break any rules discussed in chapter 20 | | | | | | | | | |
| Almost ready to be added to paper | | | | | | | | | | |
|  | | | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline | |
| Make edits | | | | | | Brian Cullinan | | | Friday | |
|  | | | | | |  | | |  | |
|  | | | | | | | | | | |
| 10 Min | | | | Conclusion and Works Cited | | | Brian and Shiqi | | | |
| Discussion | What to include in the concluding paragraph | | | | | | | | | |
| How to format works cited | | | | | | | | | | |
|  | | | | | | | | | | |
| Conclusions | Ready to add to paper as soon as the rest is done | | | | | | | | | |
|  | | | | | | | | | | |
| Action items | | | | | | Person responsible | | | Deadline | |
| Finish other sections in order to complete these | | | | | | Everyone | | | Friday | |
|  | | | | | |  | | |  | |

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| Observers | None |
| Resource persons | Brian Cullinan |
| Special notes | Was a productive meeting |