**Course Development Kickoff Meeting**

**Date:** Thursday, April 15

**Course:** CS 6150 – Computing for Good

**In Attendance:**  Santosh Vempala  Dante Ciolfi

Christie Hayes  Benjamin Gardner

Raymond Chang  Alison Winslow

David Joyner

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| **Topic** | **Discussion Lead** | **Time** | **Description and Notes** |
| Introductions | Alison Winslow | 5 minutes |  |
| Overview of Course Development Process | Christie Hayes | 5 minutes |  |
| Design/Pre-production and Development | Benjamin Gardner | 10 minutes | * Work sessions * Course outline and blueprint * Development schedule * Platform build |
| Production | Benjamin Gardner | 5 minutes | * Studio orientation * Recording/production * Editing/media post-production |
| Graphics | Ray Chang | 5 minutes | * Graphics and images * Copyright issues |
| Post-production/Quality Assurance/Implementation | Benjamin Gardner | 5 minutes | * Quality reviews * Implementation * Beta-test * Platform and forum monitoring/revisions |
| Q&A | Benjamin Gardner | 10 minutes |  |
| Review Action Items and Next Steps | Alison Winslow | 5 minutes |  |