

Minutes

NELUG Meeting

May 20, 2008

5:30pm – 7:30pm

Sum Life Financial, Wellesley, MA

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| Facilitator: | Laura Gillenwater, Chairperson |
| Host: | Laura Gillenwater |
| Minutetaker: | Barry O'Brien, North Shore Communications |

Agenda Topics

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| 25 min. | Welcoming Remarks and NELUG Business We discussed the need for active participation on the part of our members to keep our organization interesting and vibrant. Each of us has professional roles in training. We can all benefit from the experiences gained in the projects developed by other people in the group. Specifically, this helps us to <ul style="list-style-type: none">• find hosts for next meetings and• Find presenters for the next meeting. <p>The following members rolled up their sleeves and agreed to help out: Dawn Campbell – Will be a NELUG website contributor Robert Leung – Will be a NELUG website contributor Cindy Kalberer – Will take minutes for future meetings. (We still need a volunteer to help us get the word out on upcoming events, etc.)</p> | Barry O'Brien Laura Gillenwater |
| 30 min. | Presentation 1 – E-Learning Design Tips and Tricks David discussed the highlight of a training seminar presented by Neil Lasher (www.trainer1.com) which David attended. | David LaPierre |
| 30 min. | Presentation 2 – Publishing to HTML Robert discussed tips and hints on naming conventions, PNG transparency, adding external HTML objects, dealing with background images, choosing document sizes, importing Flash™ movies, Captivate error issues, and when to turn off ALT tags. | Robert Leung |
| 25 min. | Lectora Tips & Tricks We discussed various questions, issues, and tips that NELUG members had. | All |
| 10 min. | Open Discussion: We welcomed a few new members who joined our ranks. We also discussed that the trend for NELUG for now seems to be toward the preference for virtual meetings and that, for the foreseeable future, meetings would be primarily virtual. There was a point made that attending in person allows us to meet each other and develop a stronger relationship. | Laura Gillenwater, Barry O'Brien |