

COIL Meeting
Vyew.com
Thursday, May 10, 2012
1:10 p.m.

Attendees: Adam Brennan, Ona Britton-Spears, Kristen Burkholder, Hui-Fen Chang, Mike Meisenheimer, Paul Stenis, Tammy Thomason, and Susan Woitte.

Minutes of the last meeting were approved with the addition of Paul's last name.

Update on space at NSU BA
Adam announced NSU Broken Arrow location and date are okay and Stephanie Ingold will be the contact.

Workshop title
The group initially decided on UnCOILed: Get Embedded!
Later in the meeting it was changed to "Get Embedded: Going Where the Students Are" and using UnCOILed as a logo.

Coordination with our webmaster
Paul is the webmaster.
The group voted to create a Google form for registration.

Posted conference volunteer list on Google Docs
Adam added members to access the document...
<https://docs.google.com/spreadsheet/ccc?key=0Arx09CRO0pMxdHFuMi1SbTZBRTdSQ3JzYUxqQ3huaEE>
Tammy will monitor the list and other details while Adam is on vacation the next two weeks.

Conference Arrangements (general decisions, such as food arrangements, presentation arrangements)
Everyone preferred lunch off-campus, "Dine around"
Everyone wanted poster presentations to be offered.
There was not enough interest in lightning talks; will consider later if requested.

Plan advertisement strategies and deployment
Who knows a graphic designer? Send ideas to Adam or Tammy and see if you can start talking with someone.
Paul & Adam will begin draft of wording for ads and announcements

Next meeting
Online – Doodle poll to pick date and time in early June
Meet at NSU BA mid-June

Meeting adjourned 2:22 p.m.