

**COMMUNITY LEARNING SPACE PROJECT  
Rural Switchboard Pilot  
Committee Meeting**

Tuesday, October 15, 2002

2:00 pm – 4:00 pm

Waterloo Regional Library, 2017 Nafziger Rd Philipsburg

Present:

Shirley Fenton	University of Waterloo, Computer Systems Group
Jennifer Uttley	University of Waterloo, Computer Systems Group
Doug Mulholland	University of Waterloo, Computer Systems Group
Trudy Beaulne	Social Planning Council of Kitchener-Waterloo
Kyle Young	Waterloo Regional Library
Melissa Kingdon	Social Planning Council of Kitchener-Waterloo

Regrets

Joe Dales	Farms.com
Paul Graham	Agri Food Innovations
David Johnston	Rural Mail Box Solutions Inc.
Peter Simmons	Woolwich Township
George Stock	Oxford County Library

## **1. Welcome**

It was decided that the meeting would proceed despite Pilot Team members who were absent.

## **2. Review of Agenda**

It was decided that this meeting would focus on discussing the draft of the Rural Switchboard Pilot.

### Proposed Agenda

1. Welcome
2. Review of Agenda
3. Overview of the Community Learning Space Project and Conceptual Framework
4. Demonstration of Community Learning Space Project Pilots
5. Discussion of Rural Switchboard Data Needs and Development
6. Discussion of Rural Switchboard Pilot Objectives and Applications
7. Next Steps and Timelines
8. Other

## **3. Discussion of Rural Switchboard Pilot Objectives and Applications**

Shirley revised the Rural Switchboard document from the last meeting. She divided the document into two parts. The first part is an Overview of the Community Learning Space

Project that could be distributed to potential pilot partners. The second part is a draft of the Rural Switchboard Pilot objectives and guidelines for the project partners.

The following are suggested changes to be made to this document and questions in relation to this document:

- The term “general objectives” should be changed to “ general goals for pilot group”.
- Specific objectives can be stated for the on-line development.
- We need the pilot team to articulate their on-line development. Instead of stating that the objective is to “improve the quality of life’ for farmers, state a more measurable objective such as “create more effective access to business information on-line as a step to improving their quality of life”.
- A general vision for the pilot could be articulated, such as “Improve quality of life...”
- Kyle will revise the pilot objectives and send them out to the pilot team for input.
- Trudy will articulate evaluation measures for the pilot.
- The list of searchable directories will be changed to “Farm-related businesses and organizations from sources such as [farms.com](http://farms.com)”. There are other sources besides [farms.com](http://farms.com)
- It was noted that the administrative role for this pilot team is not stated according to previous discussions. It was explained that Pilot 4 (Quality of Life) would go farther into the administrative role.
- The pilot team will provide input into the design and development of the site, as oppose to the Computer Systems Group designing something and getting feedback.
- Under Project Partner Objective number 3, add in brackets (layout, styles, content, applications, data to be accessed, etc.) after the learning space applications.
- With the development of the CLS site for WRAC, the CSG created a site and WRAC provided feedback about it. Now, we have a real demonstration site to show pilot partners and the data becomes alive. We want them to be involved in the design development of the site, rather than providing feedback on a site that has been developed.
- There could be one key contact that will devote a few hours a week to the design development of the site, or several pilot team members could be involved at different times based on the applications that are used.
- For the first application, we could have a hand in hand working relationship with the pilot team. For the next applications, the CSG could step back while the pilot team becomes the leader, and the CSG will provide backup when necessary.
- We need to make the project partner objectives clear and explicit. For example, we need to state that we will approach the first application in a certain way and then use templates for further applications. We can state, “the aim is to encourage/assist the pilot team to take on the development of certain applications”. The assistance can vary amongst the partners in terms of their time commitment.
- We want to get them involved in creating the style of the site.
- For the fourth pilot (Quality of Life), CSG group would provide information on how pilot team members can do it themselves.
- It was noted that CTT (2<sup>nd</sup> pilot) might also have areas that they would like to be involved in developing.
- The team discussed the articulation of the partner guidelines.

- It was suggested that number 3 under Project Partner Objectives be broken down into two parts. Assist in partnership with the Project Team in (a) the design and development of learning space applications (layout, styles, content, applications, etc.), (b) providing feedback primarily via email. The email will ask the Pilot Team members to view the current site and respond to several questions. We estimate that a bi-weekly email survey will be required once the project is underway.
- It was suggested that an additional point be added to the applications developed: to increase involvement of partners in the design development.
- There are additional questions to be answered: how do you tell when partners are ready?
- It was suggested that the last sentence in number 3 under Project Partner Objectives be moved to number 4. “During the development phase, the learning space will be password protected so that only the Pilot Team can view the site. Pilot Team members will decide when the Rural Switchboard learning space is ready for external use. It could include information that is only accessible via user id/password as well as publicly viewable information.”
- It was noted that we have only held ourselves accountable to achieving pilot specific objectives.

Kyle will revise the objectives and they will be sent to project team members for review. Then Kyle will send the document to pilot team members by email.

#### **4. Demonstration of Community Learning Space Project Pilots**

Doug provided a demonstration of the WRAC learning space site.

#### **5. Next Steps and Timelines**

Next Meeting:            Thursday, November 7<sup>th</sup> 3-5pm  
   Waterloo Regional Library

Doug noted that he would work on an audio presentation with the Powerpoint presentation that could be downloaded from the site for pilot team members to review prior to the next meeting. A demo of the WRAC site could also be made for pilot team members.

Trudy asked Kyle to confirm with the pilot team members prior to the next meeting whether they would allow access to their web server logs.

Kyle will send an email message out to the pilot team to inform them of the next meeting, provide them with the revised document and minutes from this meeting. Kyle will also send the email addresses of pilot team members to Shirley in order to send them a tutorial.