Agenda

Course:
Description:
Launch:
Instructor(s):
Canvas Build Site (add link)
Google Drive Folder (add link)
Kaltura Channel (add link)
[Project Milestone Planner](#)
Wrike Project Management System (ID- internal) (add link)

Agenda Quick Links

[Meeting Agenda (date)](#)
Meeting Agenda (date)

Meeting Agenda (date)

Attendees:

This week's Topics:

-

Notes

-

Action Items/Next Meeting's Agenda

Instructional Designer:

- ★

Instructor:

- ★

Meeting Agenda (date)

Attendees:

This week's Topics:

- Kickoff

Notes

-

Action Items/Next Meeting's Agenda

Instructional Designer:
- ★

Instructor:
- ★

TLT Project Milestone Planner

Deliverables and Timeline

The following is a tentative timeline for design, development and delivery.

✓	Target Date	Description	Responsibility
		1.0 Project Initiation	
✓		First working meeting and follow-up meetings	TLT, faculty
		2.0 Instructional Design	
		Course goals and learning outcomes	TLT, faculty
		Unit/Module Backwards Design alignment map	TLT, faculty
		Consultation with instructional technologist as needed	TLT
		Plan course video needs/ schedule introduction video	TLT, faculty
		3.0 Content Development	
		Course outline	TLT, faculty
		Visual elements (e.g., icon set, color scheme, etc.)	TLT, faculty
		Draft assessments, activities, and content	faculty
		Draft course orientation	TLT, faculty
		Quality Assurance Checklists /Accessibility review	TLT
		Caption videos and add to Canvas pages	TLT, ATAC
		Final assessments, activities, and content	faculty

		4.0 Delivery	
		Course fully published	faculty
		5.0 Evaluation	
		Check in during semester as needed	TLT, faculty
		Determine maintenance and ongoing support strategy	TLT, faculty