Meeting with Craig Thomas

Date: 4/24/13

Notes:

**Work Remaining**

We spent time reviewing the status of all clients. We also discussed the process Craig has experienced with WGS post file delivery. WGS is the first to begin implementing changes the consultation suggested. Craig has also confirmed the receipt of IMAD files. I notified him that the last consultation, with English, would happen this week. We agreed to do the last approval process for English files via email.

**File Formats**

* Craig needs individual photos sent to him rather than Flickr links so he can add the photos to the Wilkes Flickr account in less download stages
* I will send photo files for History and WGS
* He also needs individual movie files
* I will send movie files for IMAD (2) and Political Science (1)
* He agreed to help me remove traffic sounds from the Political Science video. He asked that the raw video file be sent to him along with the music file

**Edits**

* Craig requested law school logos be removed from the Political Science Mock

**Full Disclosure**

I shared all notes and files in the online LCP with Craig and encouraged him to go back and look into the files deeper if he should need to understand the perspective of the consultations

He understood that this was our last meeting. However he, like many others, he asked what Dean Winkler’s timeline on this project was. I have answered him as I have answered others: The project focus was for me to offer consultation. It is up to individual departments to follow through, deliver files and implement the suggested changes with marketing. I was not given a timeline for the phase beyond my inclusion.