KP-LAB Knowledge Practices Laboratory – Release of end-user tools

Ahti Ahde, Toni Ahola, Olli Alm, Maryna Astrouskaja, Patrick Ausderau, Merja Bauters, Markus Holi, Antti Hämäläinen, Juha Löytöläinen, Hannu Markkanen, et al.

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KP-LAB

Knowledge Practices Laboratory

Integrated Project

Information Society Technologies

DII.9 M48 release of end-user tools

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Dissemination Level		
PU	Public	PU
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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Internal reviewers:	The internal review of the tools has been done as follows: KPE: Shared Space Views and Common, Support and Optional Tools: : Benoit Baurens, AKKA KPE: Analytic tools – Data export: Michal Racek, POYRY KPE: Analytic tools – Visual analyzer: Marina Scapolla, DIBE KPE: Analytic tools – Timeline-based analyzer: Ekaterina Simonenko, UPS Activity System Design Tools (ASDT): Jan Paralic, TUK Semantic Multimedia Annotation Tool (SMAT): Merja Bauters, METROPOLIA Meeting Support Tools: Hadj Batatia, INPT Note: The person responsible for the internal review has not been directly involved in the development of or the release of the tool she/he has reviewed..

Version history

Version	Date	Author(s)	Description
0.1	09.03. 2010	Hannu Markkanen	Outline for partners to fill in.
0.2	10.03. 2010	Hadj Batatia	Chapter 6 SMAT updated.
0.2.1	10.3.2010	A. Marina Scapolla	Data export section has been added.
0.2.2	11.3.2010	Ekaterina Simonenko	Visual Analyzer section has been added.
0.3.	11.03.2010	Hannu Markkanen	Chapter 3 KPE.
0.4	12.03.2010	Florin Racaru	Chapter 7 Meeting tools
0.4.1	13.3.2010	Michal Racek	TLBA section has been added.
0.5	13.3.2010	Jan Paralic	Chapter 4 Analytic tools checked, summarized and finalized.
0.6	14.3.2010	Michal Racek	Chapter ASDT updated.
0.7	15.3.2010	Hannu Markkanen	Compilation and check of partner contributions.
0.8	16.3.2010	Hannu Markkanen	Final editing before internal review.
0.9	19.3.2010	Hannu Markkanen	Compilation of internal reviews.
1.0	22.3.2010	Hannu Markkanen	Final edits for submission.

Executive Summary

This deliverable describes the releases of KP-Lab end user applications and tools made during the DoW4 period of the project (M37-M48). These are as follows:

KPE: Shared Space Views and Common, Support and Optional Tools provide the major functionality for the Knowledge Practices Environment. The Shared Space Views visualize the knowledge artefacts and their relations from different perspective, allowing users to view and access the information contained in a shared space in flexible manners. Common tools refer to the tightly integrated tools of KPE, which are available inside a shared space for working with knowledge artefacts. The support tools provide generic supplementary functionality to Shared Space Views and other KP-Lab tools, such as awareness, search, help as well as preference and settings. The optional tools provide functionality to support some specific aspects of or types of knowledge creation processes, such as real-time collaborative writing, activity system design, multimedia annotation and visual modelling.

KPE Analytic tools provide means for two main categories of analytic facilities: 1) Data export tool (DE) for automatic data collection for its analysis in any third party tools and 2) Timeline-based analyzer (TLBA) and Visual analyzer (VA) for integrated reflection on knowledge creation processes and their analysis.

- **Data Export tool** allows researchers and teachers to extract summary tables of user activities from the KPE for on-line investigation, and to export them for elaborations with any third party tool for analysis. In order to bring this tool closer to casual users (students, teachers or workers), the visual presentation of relations between KPE users has been added in the last period.
- **Visual analyzer** allows users to analyze participation and activities within past or ongoing knowledge creation processes, by visually representing them based on information stored in the produced logs. More precisely, it visualizes frequencies of object-related activities in KPE and provides detailed information on the nature and type of the activities performed on particular (types of) knowledge objects. These visualizations stimulate teachers and students to reflect on the distribution and types of their activities with respect to time, type of object or subject etc.
- **Timeline-based analyzer** allows users to display chronologically events that were recorded by the KPE tools, to define and store possible external events which could not have been recorded by the KPE tools and to define 'patterns' of actions that can be identified in the historical data. In contrast to Visual Analyzer and Data Export tools, TLBA brings chronological overview of user actions into the user interface, which enables users to see and explore what kind of activities were performed on certain object in the shared space of interest.

Activity System Design Tools (ASDT) enable users to look to the history, present and future of their work activity in a way that helps address issues critical for deliberate transformation of prevailing practices (according to the Change Laboratory intervention method). ASDT is a plug-in to Knowledge Practices Environment, utilizing its views and functionalities. In addition, ASDT has a specific view, Virtual whiteboard, which is designed based on the key elements of a developmental work research process and its conceptual tools.

Semantic Multimedia Annotation Tool (SMAT) is a rich internet application that facilitates

an individual's or a group's activity of assigning annotations to the document fragments. The tools allow users to plan and organise their annotation activity, structure any multimedia document by dividing it into fragments, annotate the document formally, informally or by linking external documents to specific anchors, as well as to analyse structurally and statistically annotations and visualize analysis results. SMAT is adaptable to the user's domain.

Meeting Support Tools propose new approaches to meeting practices. They support the preparation, execution and analysis of meetings (face-to-face and remote) by capturing synchronous and asynchronous interactions through the collaborative elaboration of "discussion maps". **Map-It** allows the use of meeting templates, advance individual preparations, share of artifacts, planning and follow-up of actions, automatic generation of meeting minutes in various formats. **M2T**, a rich internet application, provides analytical facilities for exploring meeting practices instrumented using Map-It and their integration in larger-scope activities, by connecting them to other KP-Lab concepts, visualisations (KPE's Content Views) and tools (ToDo).

This deliverable provides the general description of tools in terms of targeted users, requirements for the use, new features, known issues, as well as deviations from the DII.8 specifications. More details can be found through the material available in the project intranet at: http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

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1 Reference Documents

[1] The **Software Release Management** Plone pages with rules and instructions are available on the Intranet under: http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/general-information-and-templates/the-software-release-management

[2] Description of Work 4.1.3 (months 37-48)

[3] DII.8 M46 specification of end-user applications.

2 Overview

This deliverable describes the releases of KP-Lab end user tools and tools made during the DoW4 period of the project (M37-M48). The end user view of the tools is depicted in the Figure 1.

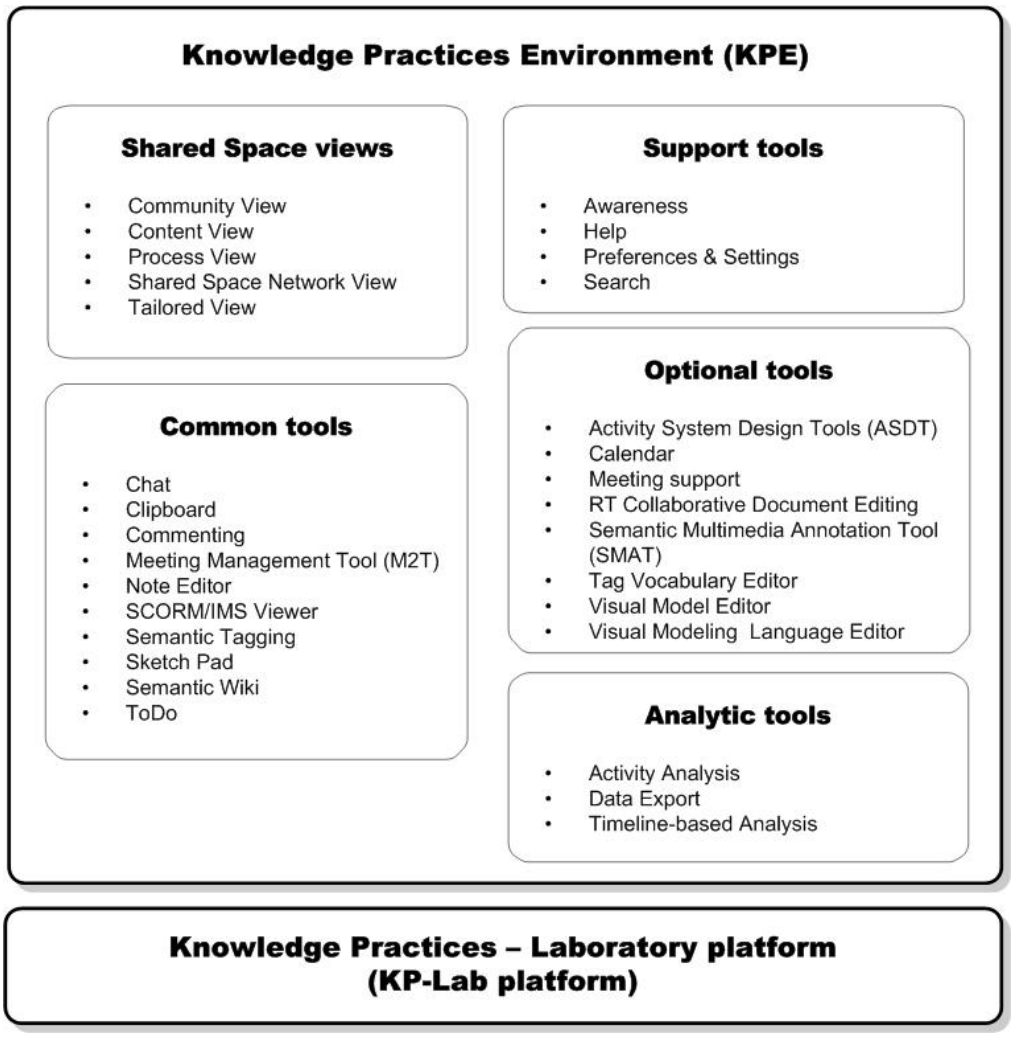

Figure 1: End user view of the KP-Lab tools.

The *shared space views* visualize the knowledge artefacts and their relations from different perspective, allowing users to view and access the information contained in a shared space in flexible manners. The *common tools* refer to the tightly integrated tools of KPE, which are available inside a shared space for working with knowledge artefacts. The *support tools* provide generic functionality to shared space views and other KP-Lab tools, such as awareness, search, help as well as preference and settings. The *optional to*ols provide functionality to support some specific aspects of or types of knowledge creation processes, such as real-time collaborative writing, activity system design, multimedia annotation and visual modeling. They are loosely integrated applications, 3rd party or KP-Lab developed. The *analytic tools* aim to assist the analysis of knowledge creation processes and provide means for two main categories of analytic facilities: 1) Data export tool for automatic data collection for its analysis in any suitable third party tool and 2) Visual analyzer and Timeline-based analyzer for integrated reflection on knowledge creation processes and their analysis.

3 KPE: Shared Space Views and Common, Support and Optional Tools – v4.0.0

This chapter provides an overview of the Knowledge Practices Environment (KPE) v4.0.0 except the Analytic tools, which are covered separately in the next chapter. Further information including the release notes and technical documentation can be obtained from the project intranet at: http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/kpe/m48-release-of-kpe

3.1 Delivery Note

Author: Hannu Markkanen, Metropolia

Delivery date: 12.3.2010

3.1.1 Targeted users

This release is targeted for users participating in the second iteration of the dedicated case studies, see http://www.kp-lab.org/intranet/design-teams/trials-with-kp-lab-tools-m30-m42/

3.1.2 Requirements for the use

Knowledge Practices Environment software is a web application. In order to use it, you will need a computer with Internet access. The tested system requirements are:

- Windows 2000/XP
- Web browser: Firefox 3.x, JavaScript and cookies enabled
- Flash Player version 10.0 or later.

3.1.3 Using the KPE

To access the M48 release of KPE, open the following location in your web browser:
http://2d.mobile.evtek.fi/shared-space/
You will see the login page to the KPE with latest announcement in the KPE News pane on the left and the form to log in to KPE on the right. After logging in, you will enter the Knowledge Practices Environment application and see the shared spaces created by the users.

You may browse the shared spaces and enter the spaces you are a member of or the public ones.

Introduction to and Help for the use of the KPE is available in the KP-Lab Help Pages, which is a Wiki. You can enter the help pages in two ways:

1. Click the link “the KP-Lab Help pages” on the KPE login page
2. Click Help menu in the upper part of the KPE and enter the “KP-Lab System Help”.

On the page that opens you will find the Guide to the KP-Lab Platform registration and login, as well as to the KPE and its tools. Please note that some of the screen shots in the Help pages may be from the previous release of KPE and there may be some changes in the current release.

You can send feedback on the system using the form that can be opened by selecting “Send Feedback” in the Help menu. A link to this form can also be found on the login page.

Back-up servers

In order to serve the different user needs in the research cases, the KPE is available in two other instances besides the M48 release::

1. Pre-release version at: http://2d.mobile.evtek.fi/shared-space_pr
   This version runs the tested development version of the KPE for those who want to have the latest improvements and bug fixes without having to wait for the next build of the official KPE. Some bugs should be expected in using this version.
2. Fallback version to the previous stable release: http://2d.mobile.evtek.fi/shared-space_fallBack/
   This version provides a fallback to the older version if there are unexpected problems in the latest release.

3.1.4 New features

The M48 release of the KPE: Shared Space and Common Tools provide new functionalities and improvements (compared with the M36 release) as follows:

Tool	New or improved functionality
Content View	• In-place editing of objects in the Info Tab • Versioning of the uploadable content items • Improved usability and consistency of the GUI
Process View	• Alternative process view • Improved usability and consistency of the GUI of the Gantt view
Tailored View	• Better integration with the Visual Model tools • Improved usability and consistency of the GUI
Community View	• Group formation • User profile editing • Management of users’ role in groups
Shared Space Network View	• The list view of shared spaces • Copying of shared spaces and KPE objects; the functionality evolved to Clipboard tool • Improved usability and consistency of the GUI
Chat tool	• Improved technical integration (chat support services implemented as separate BlazeDS application)

	• Improved usability
Semantic Tagging	• Tag cloud • Improved usability
Semantic Wiki	• Improved KPE – MediaWiki integration • Semantic tagging of Wiki pages
Sketch Pad	• First release of the tool providing the functionality for creating and saving a sketch, copying/moving and deleting part of the sketch in the drawing tool GUI.
Awareness	• Common client synchronization for use by all KPE tools • Consolidated functionality and improved usability.
Help	• Help Forum • Help mode for KPE GUI (context-sensitive help) • Improved usability.
Search	• Saving searches • Improved usability and consistency of the GUI.
Shared Space and User Management	• Extensions to the personal settings (selecting object notifications, the way of receiving notifications, and selecting the tools to be available in a shared space) • Tighter integration with the KPE GUI. • Improved usability and consistency of the GUI.
Calendar	• New tool released at M37 • Improved usability after usability tests in M42 release • Updates with two evolutions of public Google APIs
Real-Time Collaborative Document Editing (Google Docs)	• New tool released at M37 • Improved usability after usability tests in M42 release • Updates with two evolutions of public Google APIs, settled certificates management, • Extension of functionalities in M48 release (such as search and direct links to documents).
Visual Model Editor (VME)	• Visual Model graph serialization and export as text file • Versioning of Visual Models • Exploration of the visual models evolution • Upgrading a visual model to a newer version of the corresponding visual language • Retrieving information on activities performed on a visual model and exporting of visual models • Consolidation and usability improvements in the GUI of the M36 release.
Visual Modelling Languages editor (VMLE)	• Re-design and re-implementation of the VMLE web service based on graph database. • API for VMLE client to VMLE service interaction. • VML persistence model, based on JCR; • End user functionalities available: Browsing available VMLs; Creating a VML; Copying a VML; Opening VML for editing; Adding a concept; Adding an attribute; Adding a link; Deleting concepts, attributes and links; Updating concepts and attributes; Retrieving information on activities performed on a VML (history); Export of VML; Check VML consistency.

3.1.5 Known issues

- **Alternative Process View**: A task can be added to multiple process entities. This will be fixed on week 12/2010.
- **Content View**: Inconsistency with synchronization of comments, comments are not always shown. This will be fixed on week 12.

- **Help**: the visual components are “automatically” identified by the help tool, but component is not automatically linked to corresponding help contents in help- wiki. The linking of the documentation is to be done manually.
- **Help**: context-sensitive help instructions can not be added from the user interface; the service supports for additions but the user interface part is not implemented. Currently, we will not support addition of new help documentation by the end user.
- **Note editor**: note modification date is not synchronized properly. This will be fixed on week 12.
- **User management**: changes of the Shared Space privileges are not synchronized properly: the browser has to be refreshed in order to get the updated privileges. This will be fixed on week 12.
- **VME**: the icons of VME buttons are not currently shown. This will be fixed on week 13.
- **VMLE**: ‘save as’ functionality does not work. User cannot save the visual model language with a new name. This will be fixed on week 14.

3.1.6 Deviations from the DII.8 specifications

None.

3.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [1] • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained	BB			
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery	BB			

[1] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)	BB			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	BB			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[2] contains documentation about the elements delivered.		BB		Links in Plone shall be updated towards the appropriate info in "…/testable-tools/Kp-Lab Tools…" *Response: Updated.*
6.	The Testable Tools catalogue in Plone[3] contains the elements delivered whenever they are tools.	BB			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	BB			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done			BB	
9.	Verification of Basic Delivery Integrity done.			BB	
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			

[2] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components
[3] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: KPE - Shared Space Views and Common, Support and Optional Tools Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP/Vista* Browser: *Firefox 3.0 or later.*	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

KPE: Analytical tools

3.3 Data Export - v1.4.0

3.3.1 Delivery Note

Author: *A.M. Scapolla, DIBE*

Delivery date: March 12, 2010

3.3.2 Targeted users

Researchers, teachers, course coordination team:

- to explore how students' teams used KPE to create and organize their working documents and work on them
- to summarize on students' actions in their shared spaces; e.g. contributions, types of actions, intensity of usage
- to better understand tool usage and productive work around shared artifacts
- to investigate the distribution of students' teams activities in KPE (creation of content items, tasks, comments, links)
- to investigate how KPE has mediated the students' epistemic and regulative actions
- to export data as EXCEL-file and then to analyze it in connection to students' project diaries and retrospective interviews at the end of the course

Students:

- to be aware of the project's working processes
- to evaluate (auto-evaluation) and plan their work in the shared space
- to visualize the social relations that have been established among them while commenting tasks and shared artifacts

3.3.3 Requirements for the use

The tested system requirements are identical to the requirements for running the KPE:

- Windows 2000/XP
- Web browser: Firefox 3.x, JavaScript and cookies enabled
- Flash Player version 9.x or later

3.3.4 Using the Data Export

The tool can be used by the users who, within the KPE, have entered a shared space.

It is available from the "Tool" drop down menu of the KPE upper menu. The Data Export tool opens a new browser window and the user can go on selecting the type of analysis, running it, looking at results and exporting data. There is also one visual component (network visualizer) available to explore the relations between shared space participants derived by means of their mutual interactions mediated by selected types of actions.

The detailed Data export Users' Guide is available at the address http://2d.mobile.evtek.fi/help/index.php/Data_Export#Data_Export_User.C2.B4s_Guide and can be called directly from the Data Export user interfaces.

3.3.5 New features

The M42 version of the tool has been characterized by both improvements to the M36 release and a new functionality named "Social Networks Analysis".

The improvements derived mainly from the observations of the partners after testing the M36 release (see the User Requirements section in the "DII.8 M42 software specification of end-user applications – Data export analysis tool").

Main improvements cover:

- Overall design of GUI
- Usability of the tool
- Optimization of queries and a consequent better response time
- Naming issues
- Formatting the exported data
- Adding new types of data.

The "Social Networks Analysis" functionality refers to the process of searching the interrelationships that have been established among the users of a shared space in operating on other users' items. The output of this process is a square matrix where each row is relative to a user, and the columns report how many actions (e.g. comments) have been done by the SSP users on the items created by this particular user.

Social Network analysis show these tables in the "Summary table" tab, moreover a new tab, named Network Visualizer, is created. This tab contains a graphical presentation of the table. The usability tests, which have been carried out in M48 and are documented in the SSP "WK Analytical tools", sorted out requests for:

- usability improvements
- alignment of the terminology to the KPE Content View
- minor changes in logging procedures.

These improvements are going and they will be included in the tool release version 1.4.0 scheduled to be released by the end of March 2010.

3.3.6 Known issues

No particular known issues related to DE, but there are some minor problems with completeness of data in the awareness database, which are being solved in tight cooperation within the WK analytic tools.

3.3.7 Deviations from the DII.8 specifications

In the DII.8 specifications document two iterations were planned for the Data Export Tool:

> *"First Iteration: Extensions of the export functionalities according to the users' priorities on the requirements already collected in M33 specifications and integration of graphical view for "Social Networks Analysis".*
> *Milestones: M40 Prototype, M42 Production release*
>
> *Second iteration: Final release with consolidation and usability improvements the possibility of exporting data in a format compatible with Reference Model. Release v3.1.*
> *Milestones: M47 Prototype, M48 Production release."*

There has been only one main deviation from the DII.8 plan and it concerns exporting data in a format compatible with the Reference Model. Pedagogical partners suggested not to implement this functionality, because it could confuse casual KPE users when facing different terminology inside this tool. They evaluated that a view of the exported data, which is consistent with the KPE Content View, allows them to match the goals of the tool.

3.3.8 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [4] • Subject of the email is explicit • Reference to the expected delivery in the DoW4 document is contained			MR	As I have not seen the mail, I cannot evaluate this point. *Response: see footnote for this item.*
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery			MR	See comment above. *Response: Author and date is included in the delivery note.*
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)		MR		Version indentification is missing in this delivery note. *Response: Added.*
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	MR			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[5] contains documentation about the elements delivered.	MR			

[4] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.

[5] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
6.	The Testable Tools catalogue in Plone[6] contains the elements delivered whenever they are tools.	MR			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	MR			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	MR			
9.	Verification of Basic Delivery Integrity done.	MR			
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: VA Deviations are documented and explained in the Delivery Note.	X			See the section "Deviations from the DII.8 specifications"
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP* Browser: *Firefox 3.0, Internet Explorer 8, Opera 10, Google Chrome 4.*	X			It conforms to the KPE
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

[6] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

3.4 Visual Analyzer (VA) – v2.0

3.4.1 Delivery Note

Author: *Ekaterina SIMONENKO, UPS*

Delivery date: March 12, 2010

3.4.2 Targeted users

Researchers, teachers, students, course administrators:

1. to visualize the summaries of students' activities in KPE
2. to explore and analyze the dynamics of students' activities in KPE in their shared spaces
3. to compare activities around content items or tasks, and of users involved
4. to save the requests, summaries and their visualizations as files for further analysis and possible exchange

3.4.3 Requirements for the use

The tool can be used by all the users of the KPE, who eventually entered a shared space.

- Windows XP or later or MAC OS 10
- Any web browser
- Adobe Flash Player 10 or later

"Tool" drop down menu of the KPE upper menu. The Visual Analyzer application opens a new browser window and the user can go on selecting the parameters of request, or loading a predefined query, looking at visualization of the results and saving them.

3.4.4 Using the Visual analyzer

Once the application opened from the KPE, the user can formulate his/her own request by using drag-and-drop of attributes, or to load one of the redefined queries to begin with.

Detailed User's Guide is available at: Note for Users[7]

3.4.5 New features

The M48 release of the tool is an almost fully redesigned M44 release, especially the user interface. The improvements are based on the observations of the partners after testing the M44 release. Main improvements cover:

- Request formulation by drag-and-drop.
- Possibility to create, load and manage predefined queries.
- Improved user interface, new analysis attributes included (shared space Id, object title).
- Interactive summary visualization - requests sent "on the go", any time a query parameter is modified.
- Suggestions of values when filtering events by object name, user name etc.
- More flexibility for the events filtering (connecting the filters by "OR" condition,

[7] http://www.kp-lab.org/intranet/design-teams/wk-analytic-tools/visual-analyser/Visual%20Analyser%20V3%20description.doc

specifying a time interval).
- Filtering of events by week, in addition to the filtering by year, month or day, filtering by defining a time interval.
- Possibility to export (save) the resulting summaries and their visualization in a file.

3.4.6 Known issues

As far as we know, there are few minor bugs, and also in the current implementation the specification of time-interval filter is not included explicitly (but can be done however).

3.4.7 Deviations from the DII.8 specifications

In the DII.8 specifications document two iterations were planned for the Visual Analyser tool:

> *"Iteration 1: Basic functionalities and a first version of user interface, in order to evaluate users' feedback after the first tests.*
> *Milestones: M40: Specification, M42 Prototype, M44 Release*
>
> *Iteration 2: Redesigned interface, and additional important functionalities implemented, according to the users' feedback after the tests of the first release.*
> *Milestones: M44: Specification, M46 Prototype, M48 Release"*

There are no deviations from the DII.8 specifications.
The only detail concerns the implementation of features, suggested by pedagogical partners after the tests of the first release. Most of them were implemented in the second release, but a few minor feature suggestions were skipped, since they have been not strongly required and are difficult to implement.

3.4.8 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [8] • Subject of the email is explicit • Reference to the expected delivery in the DoW4 document is contained	MS			The delivery notes are provided through the project intranet.
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery	MS			

[8] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)		MS		Version identification is missing in this delivery. *Response: version id added*
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	MS			See "Deviations from the DII.8 specifications"
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[9] contains documentation about the elements delivered.	MS			
6.	The Testable Tools catalogue in Plone[10] contains the elements delivered whenever they are tools.	MS			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.		MS		The URL to the Detailed User's Guide is wrong. *Response: fixed.*
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done		MS		*Response: Done 19.3.2010*
9.	Verification of Basic Delivery Integrity done.		MS		*Response: Done 19.3.2010.*
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			

[9] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components

[10] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: KPE Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP/Vista* Browser: *Firefox 3.0 or later.*			X	There is nothing to be installed.
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

3.5 Timeline-based analyzer (TLBA) – v1.0

3.5.1 Delivery Note

Author: *Michal Raček, Pöyry Industry Oy.*

Delivery date: March 12, 2010

3.5.2 Targeted Users

Timeline-based analyzer (TLBA) is targeted for the end users participating in planned cases to be conducted in Knowledge Practices Research work package (WP IV) as well to all potential users of the KPE to support their reflection on the knowledge creation processes mediated by KPE.

3.5.3 Requirements for the use

The software requires Flash Player (version 9 or later) to be installed as a plug-in to whichever web browser is being used. The web browser also needs to have JavaScript and cookies enabled.

3.5.4 Using the TLBA

The software has been deployed on Metropolia's production server (2d) and can be accessed as follows:

- TLBA can be accessed from the KPE Tools menu either by:

  - opening a shared space in KPE (navigate to the content view),
  - selecting a shared space in network view.
- TLBA can be accessed from within the context-menus by right-clicking on objects and selecting the 'open in timeline analyzer' item.

To access the KPE open the following location in your web browser:
http://2d.mobile.evtek.fi/shared-space/

The production version is generally more stable than the development version but has fewer features.

Anyone who wishes to try the software out but is not participating in the TLBA cases should please use the development deployment on the KPE development server (mielikki) instead:
http://mielikki.mobile.evtek.fi/shared-space/

The development version has more features than the production version but may be less stable. Data may be deleted at any time in the development version.

3.5.5 New features

TLBA is in its first release which accompanies following functionalities:

- Placement and presentation of all shared space relevant events to the users including object trajectory paths, object trajectory path highlighting, scrolling and zooming functionalities, on-fly mouse time-stamp.
- Filtering of events based on action and object types.
- Ability to add external events.

3.5.6 Known issues

After loading TLBA application when zooming timeline to a big scale TLBA canvas does not get redrawn properly. Workaround: use zooms along with slider movements.

3.5.7 Deviations from the DII.8 specifications

Functionalities described in System Usage Scenarios #5, #7-10 in DII.8 (M46 specification of end-user applications) have been delayed until the M52 release.

3.5.8 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [11] • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained	ES			
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery	ES			
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)	ES			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	ES			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[12] contains documentation about the elements delivered.	ES			
6.	The Testable Tools catalogue in Plone[13] contains the elements delivered whenever they are tools.	ES			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	ES			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	ES			

[11] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.
[12] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components
[13] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
9.	Verification of Basic Delivery Integrity done.	ES			
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: TLBA Deviations are documented and explained in the Delivery Note.	X			See the section "Deviations from the DII.8 specifications"
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP* Browser: *Firefox 3.0, Internet Explorer 8, Opera 10, Google Chrome 4.*	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

4 Activity System Design Tools (ASDT)

ASDT in its release v3.5.0 (M47) accompanies usability improvements based on user feed back and addresses improved KPE interfacing with KPE. Other development of ASDT was discontinued (DoW4.1.1)

4.1 Delivery Note

Author: Michal Raček, Pöyry Industry Oy

Delivery date: December 10, 2009

4.1.1 Targeted users

This release of Activity System Design Tools (ASDT) is targeted for the end users participating in Change Laboratory intervention method.

4.1.2 Requirements for the use

The software requires Flash Player (version 9 or later) to be installed as a plug-in to whichever web browser is being used. The web browser also needs to have JavaScript and cookies enabled.

4.1.3 Using ASDT

The software has been deployed on Metropolia's production server (2d) and can be accessed as follows:

- The ASDT plug-in to KPE can be loaded from the KPE Tools menu. To access the KPE open the following location in your web browser: http://2d.mobile.evtek.fi/shared-space/
- Or use the direct link to KPE with the ASDT plug-in: http://2d.mobile.evtek.fi/shared-space/?loadplugins=asdt
- The Virtual Whiteboard application can be accessed by opening a session (or homework) from within KPE (with the ASDT plug-in.)
- The ASDT Analysis application can be accessed by opening it from KPE (with the ASDT plug-in) using any of the following methods:
    - right-clicking on a CLSpace or right-clicking on the content view background when inside a CLSpace and selecting the "open in ASDT analysis app CEL view" item
    - right-clicking on an ASDT object when inside a CLSpace and selecting the "open in ASDT analysis app timeline" item

The production version is generally more stable than the development version but has less features.

Anyone who wishes to try the software out but is not participating in the ASDT trials should please use the development deployment on Metropolia's development server (mielikki)

instead: http://mielikki.mobile.evtek.fi/shared-space/?loadplugins=asdt

The development version has more features than the production version but may be less stable. Data may be deleted at any time in the development version.

4.1.4 New features

- Common KP-Lab tools Josso SSO authentication and authorization framework.
- Bug reporting mechanism which include feedback form and email notification for ASDT client and service administrators.
- Revamped tagging GUI, updates synchronization mechanisms, changes in the windowing system.
- Access rights are now enforced.

4.1.5 Known issues

- After creating a new CLSpace in KPE, opening it will make the application hang. Workaround: Reload the KPE window in your browser, after which the CLSpace may be opened. (Trac ticket #534)
- Non-ASDT-specific objects can not be assigned to CEL phases in KPE. Workaround: Assign these objects to CEL phases in Virtual Whiteboard instead. (Trac ticket #542).

4.1.6 Deviations from the DII.8 specifications

Since ASDT development on planned functionalities was discontinued, this section is not applicable for ASDT.

4.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [14] • Subject of the email is explicit • Reference to the expected delivery in the DoW4 document is contained			JP	As I have not seen the mail, I cannot evaluate this point. *Response: See footnote.*

[14] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery			JP	See comment above. *Response: See above.*
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)	JP			
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	JP			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[15] contains documentation about the elements delivered.	JP			
6.	The Testable Tools catalogue in Plone[16] contains the elements delivered whenever they are tools.	JP			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	JP			
TEAM LEADER CHECKS COMPLETED ?					
8.	Configuration Management Checks done	JP			
9.	Verification of Basic Delivery Integrity done.	JP			
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			

[15] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components
[16] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: ASDT Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP, Mac OS X* Browser: *Firefox 2& 3, Internet Explorer 7&8, Safari 3, Opera 10.*	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

5 Semantic Multimedia Annotation Tools (SMAT) - v.4.3.0

5.1 Delivery Note

Author: Hadj Batatia, INPT

Delivery date: January 29, 2010

5.1.1 Targeted users

SMAT targets individual or group users working with videos.

School teachers and trainees

School pupils

Graduate students

Medical students and teachers

Research students

Sign language teachers and students

Sports practitioners, trainers, fans

Interactive video analysts

5.1.2 Requirements for the use

The user needs:

- Web browser: the following web browsers have been successfully tested

  Internet Explorer v5.0

  Mozilla Firefox v4.1

- Flash player 9 or higher.

5.1.3 Using SMAT

The last version of SMAT is available in different packages:

SMAT Client/Server package which can be installed on the same computer.

SMAT Client or Server packages which can be installed on separate machines.

SMAT is available on CD-ROM (on request) and also for download from the SMAT website: http://smat.enseeiht.fr

- SMAT is a web application that can is also deployed at INPT and accessible for any user for testing purpose: http://smat.enseeiht.fr/mas_0_4_3/smat
- Video should be in mp4 or FLV format (an online encoder can be found here http://smat.enseeiht.fr/mas_0_4_3/encoder.jsp).
- Audio files must be encoded in MP3.

- Text files should be in PDF format.
- Media can be stored on any server providing access via a URL.
- However, in order to ensure smooth video/audio playing, it is recommended to store audio/video files in an FLV video streaming server such as FMS (Adobe) or Red5 (open source).
- Users should register locally to the tool.

5.1.4 New features

- Management of the ontologies (creation, upload, download or referencing) separate management of media and annotation projects
- Creation of mobile regions in the available time, edition of the region color and two types of interpolation for the enchainment of the forms of the Region.
- Modify an annotation (its contents and its spatiotemporal localization).
- Possibility of discovering similar group annotations of an annotations phase (by the temporal position and the used concept) (functional but not finalized).
- Possibility of creating personalized graphical representations of the ontology and a decoration of its concepts (icon, image, color, video illustration).
- Search for the fragments (or medias) annotated by a concept.
- Improvement of the organization of objects (classification of the medias, the projects, the visualizations and the ontologies in files).
- Addition of the visualization module which allows to have and to see the result of the annotations of a media.
- Addition of the community module (user's presence).
- View the history of user's actions.
- View and export actions in RDF file. (Followed by exporting a RDFS file describing the schema of SMAT).
- Usability improvements:
    - Globally: easier browsing with various options.
    - For the annotation: user friendly annotation scenario (less interactions).

5.1.5 Known issues

None.

5.1.6 Deviations from the specifications

None.

5.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
1.	The Delivery Note sent to users is clearly identified: [17] • Subject of the email is explicit • Reference to the expected delivery in the DoW4 document is contained			MB	Delivery note has been published in the project intranet (Plone).
2.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery	MB			
3.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)	MB			Version number not clearly indicated. *Response: Is indicated in the delivery note in Plone. Added also in the title in this document.*
4.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	MB			
DOCUMENTATION CHECKS					
5.	The KP-Lab Software Releases catalogue in Plone[18] contains documentation about the elements delivered.		MB		*Response: Added.*
6.	The Testable Tools catalogue in Plone[19] contains the elements delivered whenever they are tools.	MB			
7.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	MB			
TEAM LEADER CHECKS COMPLETED ?					

[17] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.
[18] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components
[19] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
8.	Configuration Management Checks done	X			
9.	Verification of Basic Delivery Integrity done.	X			
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
10.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly		X		
11.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
12.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: KPE Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
13.	Whenever applicable an anti-virus control has been passed on all delivered files.			X	There is nothing for the users to download.
14.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP/Vista* Browser: *Firefox 3.0 or later.*	X			
15.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			

6 Meeting Support Tools

6.1 Delivery Note – Map-It and M2T

Author: *Florin Racaru, Benoit Baurens, AKKA*

Delivery date: 30/06/2009 (M42 - developments stopped since then).

6.1.1 Targeted users

The Map-It tool (together with Meeting Management Tool – M2T) supports users in their tasks of preparation, execution and exploitation of results for face-to-face and distributed over the Internet meetings.

6.1.2 Requirements for the use

6.1.2.1 MAP-IT

Map-It tool is an OS independent tool that was tested on the following platforms:

- Map-It Client: Windows 2000/XP/Vista (installers), MacOS X – intel (.zip)
- Map-It Server: Windows 2000/XP/Vista (installers), MacOS X – intel (.zip) and Linux (.zip).

Java Runtime Environment (JRE) 5 or higher is required (can be downloaded at http://java.sun.com/javase/downloads/index.jsp) for Map-It. Remark: for Windows platform, some installers that contain the JRE 5 packaged inside are available for commodity. If you use one of this installer, there are no requirements at all.

Map-It can be downloaded from the project's Intranet under http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/map-it/map-it-last-version/ or from the homepage of M2T (http://akka.kp-lab.org:8080/M2T/OpenM2T.html).

6.1.2.2 M2T

For the M2T client, a web browser with Flash Player 9 or higher installed and Java Script enabled is required.

M2T can be launched through the KPE by invoking "*Tools à Open M2T* " (in order to capture contextual information from current KPE usage) or directly, using the URL:

http://akka.kp-lab.org:8080/M2T/OpenM2T.html

6.1.3 Using the tools

6.1.3.1 INSTALLING MAP-IT

The Map-It application can be downloaded from:

http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/map-it/

During the installation process of the application, the user needs to provide the server name

(or IP address). It is to remark that a default server running on mapit.kp-lab.org is provided, but the user can also choose to install one in its premises and choose to use it.

At the end of the installation, the user is presented with a summary of the installation parameters. Pressing OK will finish the install process.

Remark: M2T tool is available from the shared-space tool.

6.1.3.2 USING MAP-IT

Map-It can be started simply by double-clicking on the Map-It executable file in the installation folder or in your "Program Files" menu entry.

The first time you use Map-It, you will have to fill some basic personal information. The email address is mandatory because the tool uses it to distinguish the participants (so each participant should have different ones). You can also provide at least first name and last name.

Once registered, a welcome page is displayed allowing direct access to common functionalities.

A good starting point to learn using Map-It, is available as an embedded tutorial for "Note-taking", included in the tool itself (see the Welcome page screen). This tutorial will help you to discover how Map-It can assist during a face-to-face meeting. Just follow the guide.

Let us remark that a Map-It account can be created using the M2T tools. M2T provide provides analytical tools for exploring meeting practices: user centric views, timeline views, analytical concepts, etc.

More detailed introduction to and Help for the use of the Map-It is available in the KP-Lab Tools Help Pages (see chapter 1 above), or directly at:

http://2d.mobile.evtek.fi/help/index.php/Map_It

Other wiki pages may be found at:

http://www.kp-lab.org/tools/map-it

6.1.3.3 USING M2T

Go to http://akka.kp-lab.org:8080/M2T/OpenM2T.html. A list of meetings is proposed: either all meetings are presented or only those in which you are registered as participant (“My meetings” filter).

You can then select one or several meeting(s) in the meetings table. Additional information are aggregated and displayed in various tabbed-tables in the lower-end panel.

Contextual menus (right-click) offer facilities for export of data and for Meeting Minutes generation.

Three main views are also proposed in order to browse and navigate in meetings:

- Timeliner view: represents user contributions to a meeting agenda displayed on an horizontal timeline.
- User-centered view: focus on the implication of particular users in various meetings (represented as a graph of connecting user to meeting nodes with a variable scope of focus on meeting data).

- Contribution-centered view: providing search and filter mechanisms on contributions and shared resources across one or several meetings.

6.1.4 New features

- Improvements in the management of login/registration and network parameters settings
- Improvements on warning/information messages (e.g. server connection status, meeting closing, meeting creation).
- "Permalink" for several Map-It concepts: meeting, contribution, agenda (in conjunction with M2T)
- User-centered and contribution-centered views in M2T with search tools across meetings contents.
- Generation of minutes as .docx documents.
- Usage improvements: display meeting agenda details, mode of working, etc.
- Extension of the meeting ontology for agenda items (planned duration, author, description, source).
- Improvements when creating Agenda Items from shared resources (choice of target meeting for the new items).
- Several GUI improvements:
    - New logo, start-up screen and icons
    - Label clarification
    - Indication of meeting initiator

6.1.5 Known issues

- Synchronisation issues between the client and the server in some particular, not reproducible cases (when floor-control is in "automatic mode", the floor control owner might loose synchronisation. A "close" + "re-open meeting" as work-around)
- At the moment could not send email invitations.
- Some issues in both Map-It and M2T in some "*Export to KPE*" scenarios because of changes in TLO since last release.

6.1.6 Deviations from the DII.8 specifications

None.

6.2 Delivery Check List

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
ADMINISTRATIVE CHECK OF THE DELIVERY NOTE *(**Each DII.8 internal reviewer** is entitled to put his/her initials in the appropriate column in front of each **item 1-9** below)*					
16.	The Delivery Note sent to users is clearly identified: [20] • Subject of the email is explicit • Reference to the expected delivery in the DoW3.1 document is contained	HB			
17.	The Delivery Note entails following identification elements: • Author of the delivery (name of person, organization) • Date of the Delivery		HB		It does not contain the date of the Delivery
18.	The following elements must be clearly identified in the Delivery Note: (If the delivery entails **several items**, this will be done for each of them): • reference (a **name** that is "understandable") • the version identification (v.X.Y.Z format) • media type (URL, software package, document…)	HB			
19.	The actual delivery is in accordance with expected delivery: the list of delivered items and their names is in accordance with the different documentation produced so far in the WP (DoW, Specification, design documentation…). Deviations are documented and explained in the Delivery Note.	HB			
DOCUMENTATION CHECKS					
20.	The KP-Lab Software Releases catalogue in Plone[21] contains documentation about the elements delivered.	HB			
21.	The Testable Tools catalogue in Plone[22] contains the elements delivered whenever they are tools.	HB			
22.	Software Installation instructions and/or references to usable URLs are included in the Delivery Note.	HB			
TEAM LEADER CHECKS COMPLETED ?					
23.	Configuration Management Checks done		HB		*Response: Added.*

[20] Due to the continuous integration of new components and fixes in the KPE, the release note is provided only through the project intranet.
[21] http://www.kp-lab.org/intranet/work-packages/wp4/t4-2-framework-maintenance/t4-2-2-software-configuration-versioning-and-release-coordination/software-release-management/kp-lab-components
[22] http://www.kp-lab.org/intranet/testable-tools/kp-lab-tools/

CONTROL ITEM		RESULT			
N°	**Item**	**Yes**	**No**	**N/A**	**Comments**
24.	Verification of Basic Delivery Integrity done.	HB			
CONFIGURATION MANAGEMENT CHECK *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
25.	The responsible team leader has taken care of correctly tagging all the delivered software elements in the Configuration Management System: the whole project's tree hierarchy has been tagged and archived properly	X			
26.	The responsible team leader has taken care of correctly tagging and organizing the Default Tracking System in order to be prepared for collecting Change Requests and Bug Reports about the delivered software.	X			
27.	The actual delivery is in accordance with expected delivery: The list of delivered items and their names: KPE Deviations are documented and explained in the Delivery Note.	X			
VERIFICATION OF BASIC DELIVERY INTEGRITY *(to be filled in by the **Team Leader**, responsible of the Software delivered)*					
28.	Whenever applicable an anti-virus control has been passed on all delivered files.	X			
29.	Whenever applicable, installation of each delivered item listed in Delivery Note has been checked on target platforms. Operating system: *Windows XP/Vista, Win7* Browser: *Firefox 3.0 or later, IE, Safari.*	X			
30.	Whenever applicable, last dry-run (simple sequence of basic actions) of each delivered item listed in Delivery Note has been repeated on target browsers / platforms	X			