

# Banner Alumni Foundation Team 3rd Meeting Minutes

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## 1 Meeting Logistics

Item	Description
Date	Friday, July 8, 2005
Time	8:30 a.m. – 9:00 a.m.
Location	Lukenda Alumni House Conference Table & phone conference

## 2 Attendees

Role	Name
Facilitator	Dave Eitland
Other Participants	Georgiana Cox, Sharon Dorrity, Susan Fitzpatrick, Gary McGrath*, Trish Stewart*
Not in Attendance	Jerry Stephens
	* = attended via phone

## 3 Purpose

Initial consultation meeting with Trish Stewart, our Banner consultant.

## 4 Agenda

Topic	Time	Owner	Minutes
Introductions	5 min	DE	Introduced team to Gary and Trish and gave brief overview of relationship between University and Foundation. Gary introduced Trish and left meeting.
Discussion with Trish Stewart	25 min	TS	<ol style="list-style-type: none"><li>1. Dave handed out copy of "Banner Advancement System Client Services Delivery Plan" template dated 9/23/2004 to team.</li><li>2. Trish has 20 years experience in advancement, most recently from Wayne State and lives in Detroit.</li><li>3. Training will show all modules connected with Banner 7+ as it relates to Advancement. From time to time we might want others in training if their modules are affected.</li><li>4. Advancement will need input on shared table values for other modules. Dave will work</li></ol>

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			<p>to make this happen.</p> <p>5. Trish is flexible on scheduling within particular weeks if we can get those dates to her.</p> <p><b>6. Expectations: Attend training – do the homework as assigned when assigned.</b></p> <p>7. Team will need to make policy decisions on business practices through out the process.</p> <p>8. Need to ship a current copy of the BPA's to Trish prior to the 2 August date. Susan and Sharon needs to do final review. They are probably 98% complete.</p> <p>9. Dave will forward a copy of the data standards to Trish.</p> <p>10. Again, Susan will be the technical point person on the project and Dave will do the policy and global issues "stuff".</p> <p>11. Trish's email = <a href="mailto:tstewart@sungardsct.com">tstewart@sungardsct.com</a></p> <p>12. Trish will be on site on August 2, 3, 4 for first training.</p> <p>13. Sue will be Trish's primary contact.</p>
<p>Next Actions/Assignments</p> <p><b>Next Meeting: Training, August 2, 2005 9:00 am – 4:00 pm</b></p>	<p>Post meeting</p>	<p>DE/ SF</p>	<p>1. Review calendar and bring dates of conflicts to first training meeting.</p> <p>2. Dave email Data Standards to Trish.</p> <p>3. Sue and Sharon will review BPA's and Sue will forward to Trish.</p> <p>4. Arlene will arrange for training site.</p>

DE note: as a matter of language "Advancement", "Alumni", and "Foundation" will be used interchangeably to mean the Banner 7.0+ Advancement Module.

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