

1 Meeting Logistics

Item	Description
Date	12/17/2004
Time	8:00am
Location	Library Marine Room

2 Attendees

Role	Name
Facilitator	Arlene MacPherson, Project Manager
Other Participants	Joe Herbig, Jay Schupp, David Eitland, Nancy Neve, George Rye, Mari Garchow
Not in Attendance	Jenny Peterman, Holly Johnson, Deborah Faust, Beverly White, Sue Camp, Kari Jastorff

3 Pre-Work**4 Agenda & Minutes**

Topic	Time	Owner	Minutes
Training Plan		Arlene	Arlene asked the group to start thinking about what type of training is appropriate for their module. Who will do the training? Who will create the training manuals? Eastern Michigan University's training website has a lot of valuable information and training ideas on it.
IA Plus Data Storage Plan		Arlene	The team briefly discussed what type of storage will be used to preserve the IAPLUS information that will not be moved into Banner. No decision was made.
Luminis Phone Call & Survey		Arlene	John Spaulding of SunGard SCT created a Campus Portal survey for our students, faculty & staff. Team members were asked to take the survey and have their students take it as well.