

1 Meeting Logistics

Item	Description
Date	2/04/2005
Time	9:00am
Location	Administration Building Conference Room

2 Attendees

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

3 Pre-Work

- Review Communication Plan

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Banner CBT's		Arlene	The cost of the CBT for Banner 7.0 Forms and Navigation is \$1,000. It should be available for purchase sometime in March. The complete list of CBT's was reviewed; it was decided to purchase only the navigation CBT at this time.
FormFusion & IntelleCheck		Team	The team would like to purchase both FormFusion & IntelleCheck. The decision on whether or not to purchase FormFusion will be decided after we determine which report writer we will be using in Banner.
Data Standards – What Data (if any) Should We Clean Prior to Migration		Arlene	This will be looked at AFTER the Data Mapping and Converter Toolkit Training.
Communication Plan		Arlene	The Communication Team will meet again to incorporate the Luminis Project into the Communication Plan. After

Project Team

Meeting Agenda And Minutes

			they have done so, the new plan will be presented to the Project Team for review.
Next Two Project Team Meeting		Arlene	Arlene will be gone the next two Fridays. Jay volunteered to Chair the Project Team meetings in her absence.