

1 Meeting Logistics

Item	Description
Date	03/04/2005
Time	9:00am
Location	Administration Building Conference Room

2 Attendees

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

3 Pre-Work

- none

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Data Standards – Address Types		Arlene	The team had another lengthy discussion on address types. It was decided that two main address types would be used throughout campus: Permanent and Mailing. Module owners may create additional address types if their area requires it, however no address should be entered under multiple address types.
Michigan Banner Meeting		Arlene	There is a Michigan Banner Users Group meeting in Flint on April 22 nd . Arlene asked the group if anyone would like to attend. The team decided not to send anyone to this meeting due to budget issues. The Team hopes to send a few people to the meeting later in the year in Traverse City.
Training Rooms		Arlene	We have a serious issue regarding Banner Training

			<p>Labs. The Rathskeller Lab is being turned into an instructional lab starting in the fall. The Rathskeller lab is the Banner back-up lab. It is currently used whenever LBR333 is unavailable. Because we have more than one training taking place at various times in the future, there is a definite need for a new lab designated just for Banner use. Arlene and Jay are looking into a few lab possibilities and will update the team as soon as possible.</p>
Decisions Needed		Arlene	This discussion was postponed.