

1 Meeting Logistics

Item	Description
Date	8/24/2004
Time	9:00am
Location	Library 150

2 Attendees

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

3 Pre-Work

- Determine what dates in September would work best for your module team to have a phone conference with your functional trainer. Please look specifically at Monday mornings and Friday afternoons.

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Conference Calls with Module Teams		Arlene	Gary McGrath is going to set up conference calls with each team modules functional trainer. The team leaders agreed to the following dates: Human Resources: September 20th (1st choice) or September 13th Alumni: September 27th (1st choice) Student: September 27th (1st choice) or September 20th Financial Aid: September 24th (1st choice) or September 17th Finance: September 13th (1st choice) or September 27th
Steering Committee Meetings		Jenny	There was a lot of discussion as to whether or not the Steering Committee should meet on a

			monthly basis or be updated by email monthly and only meet when the Project Team has specific issues for the Committee. The large majority of the Project Team feels that the Steering Committee meetings are critical and need to continue on a monthly basis.
Where we go from here <ul style="list-style-type: none"> • How often should we meet • What should we be working on 		Arlene	Our standard meeting time will be Tuesdays from 9-10am. Next week we will not meet because it is the start of the fall semester. The week of September 7 th we will meet on Wednesday from 9-10, instead of Tuesday. Location: Marine Room Module teams are asked to work on their current BPA's. In addition to documenting how we do things now, we need to be thinking of how we would like to do things if the system allowed it.
Leisa Mansfield		Arlene/Jay	Leisa Mansfield accepted the Banner Analyst position. She starts August 30 th and will report to Arlene. Her first assignment will be in the Admissions Office.