

1 Meeting Logistics

Item	Description
Date	06/17/2005
Time	9:00am
Location	Administration Building Conference Room

2 Attendees

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

3 Pre-Work

- none

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Finance Go-Live Readiness		Joe/Jenny	<p>The Finance Team updated the go-live readiness checklist and posted it to the ODrive. The IT staff will review/update the checklist at their staff meeting on Monday.</p> <p>The Finance Team created a Banner security form. Arlene & Kathy Spencer have been working on a form as well. Joe will send Arlene a copy of the form the team created, and she will try to incorporate their information on her form.</p> <p>Jenny is to give Sara a sample of what she wants a P.O. to look like in Banner. Sara will work with Jenny to create one using Form Fusion.</p>