

**1 Meeting Logistics**

Item	Description
Date	06/24/2005
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, Jenny Peterman,
Not in Attendance	George Rye, Kari Jastorff, David Eitland, Holly Johnson, Sue Camp,

**3 Pre-Work**

- none

**4 Agenda & Minutes**

Topic	Time	Owner	Minutes
Finance Go-Live Readiness		Joe/Jenny	Other than a few minor glitches, the Finance Team is ready for go-live. - We need to resubmit a Direct Deposit to the bank. There is a problem with the debit. - There are still a few issues with the P.O. that comes out of Form Fusion. Not all the P.O.'s are totaling properly. Jenny is working with Sara to solve the problem. There is a Form Fusion training scheduled for today (6/24) at noon in the Adm. Conference room.  The Finance end-user training is going very well. Everyone seems to be quite pleased with Banner Finance Self-Service.
Misc		Arlene	The new CBT has arrived. Jay posted it to the secure location on the web. You are now able to print off a certificate after

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		<p>successfully completing the post test.</p> <p>Jenny &amp; Arlene reported that they have received a lot of negative feedback regarding the CBT. The end-users that attended training felt the CBT was mostly a waste of their time. The Project Team decided to no longer make the completion of the CBT mandatory for the end-users. However, we will still encourage everyone to complete the Forms &amp; User Interface portion of the CBT.</p>
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