

1 Meeting Logistics

Item	Description
Date	4-18-05
Time	9:00 a.m.
Location	Adm. Conference Room

2 Attendees

Role	Name
Facilitator	Leisa Mansfield
Other Participants	Wallace Chase, Heather Ferguson, Mari Garchow, Kari Jastorff, Arlene MacPherson, Scott Olson, Jay Schupp, and Luanne Webb
Not in Attendance	Kathy Danielkiewicz, Sara Devaprasad, Beth Hronek, Mark Jastorff, Sue Ratwik, Kathy Spencer, Mark Terwilliger, Aaron Weeks, and Jason Wenglikowski

3 Purpose

Update team of developments since last meeting and to determine appropriate next steps.

4 Agenda & Minutes

Topic	Time	Owner	Minutes
Team lead discussion	5 min	Leisa	Update team on CAT training; portal shown to Project Team. Product Certification Training on May 17 & 18: Suzette, Kari, Heather, Leisa, Sara, Beth, Arlene and Luann to attend. Aaron is going to System Adm. training the first week of May.
View updated content Matrix and discuss modifications	15 min	Leisa	Add Map & Services hours to employee site. Create a Student Resources channel for employees, will be pushed on the site: those employees who don't need it can delete.
Discuss communication plan	15 min	Leisa	Send PR to Compass Email to students
Determine faculty mentors, staff, sample groups to view prototype & provide feedback	10 min	Leisa	Meet w/chairs and other faculty/staff to discuss portal.
Determine next meetings:	5 min	Leisa	Monday, May 2 at 9:00 a.m.



every two weeks?			

5 Action Items

Describe Action Items or refer to separate action item spreadsheet

Action Item	Owner	Due Date	Status
Draft Compass Press Release	Leisa	4-20-05	pending
Ask Aaron to create "Guest" log-ins	Jay	4-20-05	pending
Notice on Web4Student page	Leisa	ASAP	pending
Ask Suzette to send email to students	Leisa	4-22-05	pending
Meet with faculty to discuss portal	Leisa	ASAP	pending