

1 Meeting Logistics

Item	Description
Date	5-2-05
Time	9:00 a.m.
Location	Adm. Conference Room

2 Attendees

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

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	Guest site available at: www.luminis.lssu.edu . Log-in information is: www.luminis.lssu.edu L: sguest P: guest2 L: fguest P: guest L: eguest P: guest.
Discuss what items should appear on the log-in page.	15 min	Leisa	Add links for: Policies & Guidelines FAQ's Help information Forgot password Hours available?
Next meetings 5/16/05	5 min	Leisa	Monday, May 16 at 9:00 a.m. Adm. Conference Room



5 Action Items

Describe Action Items or refer to separate action item spreadsheet

Action Item	Owner	Due Date	Status
Review Luminis guest log-ins	Everyone	5/16/05	
Create info for orientation	Leisa	5/16/05	
Review guest site for design issues	Jason/Leisa	5/16/05	