

**1 Meeting Logistics**

Item	Description
Date	11/4/2004
Time	9:00am
Location	Administration Building Conference Room

**2 Attendees**

Role	Name
Facilitator	Arlene MacPherson, Project Manager
Other Participants	Annette Hamel, Kari Jastorff, Tom Pink, Linda Schmitigal,
Not in Attendance	Jay Schupp, Mark Jastorff

**3 Pre-Work**

Review Communication Plan

**4 Agenda & Minutes**

Topic	Owner	Minutes
Communication Plan	Arlene	No one had any recommended changes for the Plan. Arlene will submit the Plan to the Project Team for review.
<i>What is Banner?</i> flyer	Arlene	The flyer was reviewed and updated.
Mode of Communication	Arlene	The group decided to create a separate LSSU Banner Communication Team email account to send email to faculty, staff and students.
Meeting Days & Times	Arlene	The Team decided to meet every other Thursday at 9:00am.

**5 Action Items**

Describe Action Items or refer to separate action item spreadsheet

Action Item	Owner	Due Date	Status
Email <i>What is Banner?</i> to Students	Arlene	11/30/2004	Completed 11/15/2004
Modify the flyer and email <i>What is Banner?</i> to Faculty & Staff	Arlene	11/30/2004	Completed 11/15/2004
Reserve Administrative Building Conference Room for meetings	Kari	ASAP	Reserved for November 18 <sup>th</sup> and December 2 <sup>nd</sup>
Forward Joe Herbig's Email to student email account	Tom Pink	11/08/2004	