



1 Meeting Logistics

Item	Description
Date	3-21-05
Time	1:00 p.m.
Location	Library - Marine Room

2 Attendees

Role	Name
Facilitator	Leisa Mansfield
Other Participants	Sue Camp, Juliana Cox, Susan Fitzpatrick, Cindy Merkel, Nancy Neve, George Rye, Deborah Rynberg, Arlene MacPherson, Jay Schupp, Luanne Webb
Not in Attendance	Sara Devaprasad

3 Agenda & Minutes

Topic	Time	Owner	Minutes
Decide which tool to purchase			Discussion continued regarding the four tools we have reviewed, WebFocus, Argos, Brio and Oracle. Only a few team members were able to see all four demos. General consensus was that all the tools provided the features we require and were fairly comparable products.

4 Decisions

- Since all tools appeared to be fairly comparable, the team decided to use the Oracle/Discoverer reporting tool, as it was included in our Oracle purchase. We will need to purchase training. Training will be scheduled as soon as can be arranged to accommodate other Banner training.

5 Action Items

Describe Action Items or refer to separate action item spreadsheet

Action Item	Owner	Due Date	Status
			Follow-up with group when training is scheduled.