

1 Meeting Logistics

Item	Description
Date	09/12/05
Time	9:00 am
Location	Fletcher Center Conference Room

2 Attendees

Role	Name
Facilitator	Nancy Neve, Team Lead
Other Participants	Kathy Albrough, Judy Bawks, Stella DePlonty, Kari Jastorff, Jackie Kellerman
Not in Attendance	Sue Camp, Amanda Paulson, Holly Johnson, Nancy Nethery

3 Agenda & Minutes

Topic	Time	Owner	Minutes
Banner Student Module Training Dates - update		Nancy	Gave information on upcoming Training Dates and changes. Once I receive the updates from Arlene, I will forward.
Create Training Plan		Team	Worked on Preliminary Training Plan – Plan to be sent to team. Kari Jastorff has agreed to coordinate the “Name the Student Product” contest.
Create Communication Plan		Team	Talked briefly about this - will discuss at next meeting
Survey		Team	Talked briefly about this - will discuss at next meeting. Next meeting – Monday, September 19 th at 9:00 am – Fletcher Conf Room.