

1 Meeting Logistics

Item	Description
Date	07/28/2004
Time	1:30 pm
Location	Fletcher Center Conference Room

2 Attendees

Role	Name
Facilitator	Nancy Neve, Team Lead
Other Participants	Dave Aho, Kathy Albrough, Sue Camp, Stella DePlonty, Holly Johnson, Jackie Kellerman, Nancy Nethery
Not in Attendance	

3 Pre-Work

4 Agenda & Minutes

Topic	Time	Owner	Minutes
List Serv's	5 Min	Team Lead	Information on the various List Serv's was given to team.
Review Module Timeline	10 Min	Team	All team members were given a handout showing the current proposed time line for the implementation of the Student Module. All will review and talk of any concerns at next meeting. We also talked about the lack of representation from the Admissions Office. This could turn into a serious problem if not remedied.
Review/Update Functional Objectives in the PDD	15 Min	Team	We reviewed our Functional Objectives and revised them as shown below.
BPA's (Business Process Analysis)	15 Min	Team	Examples of BPA's were distributed to the team. BPA's were discussed. The team is to start work on BPA's. Start a list of all the necessary BPA's then begin to create them.

Functional Objectives (from Page 8 of the Project Definition)

- Student System Objectives:
 - Comprehensive and integrated management of student data
 - Utilize Extended Learning non credit course functionality
 - Utilize Banner Housing functionality
 - Utilize Cashiering functionality