

# Reporting Strategy Team 1st Meeting Minutes

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## 1 Meeting Logistics

Item	Description
Date	Friday, December 3, 2004
Time	10:00 a.m. – 10:30 a.m.
Location	Library Marine Room

## 2 Attendees

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

## 3 Purpose

Began initial discussion regarding Reporting needs and how needs will be addressed in Banner. The Reporting Strategy Team is to decide which reporting tool the university will use and that will be the tool that the IT department will support.

Discussion was also had about what our printing needs are and how these will be addressed in Banner, i.e. how do we support the need to print addresses on envelopes, what about three part forms, etc. Which team is the appropriate team to discuss these items?

Deb Rynberg provided a website address from University of Bristol. Bristol has an evaluation of reporting tools available, Address is as follows:

[http://www.bris.ac.uk/is/projects/report\\_writers/report\\_writer\\_evaluation](http://www.bris.ac.uk/is/projects/report_writers/report_writer_evaluation)

Note: University of Bristol is in Europe.

## 4 Agenda

Topic	Time	Owner	Minutes
			1.
Next Actions/Assignments <b>Next Meeting: January 3<sup>rd</sup>, 1:30 p.m. Marine Room</b>	2 min	LM	<b>1. Team will identify reporting needs and forward to Leisa Mansfield by December 17, 2004. 2. Leisa Mansfield will complete preliminary review of reporting</b>

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			<p>software by December 17, 2004.</p> <ol style="list-style-type: none"><li>3. Team to familiarize themselves with what other banner schools are using for reporting tools.</li><li>4. Leisa to find a faculty representative for the committee.</li></ol>
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