

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards

Date: 6/27/05

Time: 9:00 am

Place: ITS Conference Room #3057

Attendees:

Note Author: Tracy Hall

**Agenda and discussion items**

- Standards necessary for Finance Implementation
  - People names
  - Account names
  - Other
- Use of USPS website or other automated software to determine address standards
- Using Appendices to address specific standards (suffixes, prefixes, etc.)
- Banner Quest
- Social Security site to find information about legal name use
- Scope of standards document

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIDS001	Distribute Chart of Accounts account description list	Dave Horsman	6-27-2005	Completed
AIDS002	Review Chart of Accounts account description list of need of standards	All		
AIDS003	Research as to whether we have Banner Quest? Libby will research and will also find out what Banner recommends. Bill will ask Neil.	Libby, Bill	6-27-2005	
AIDS004	Send all the links to websites to	Kim	6-27-2005	Completed

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	verify and confirm address standards (USPS, etc)			
AIDS005	Access Social Security site to find information about legal name use.	Nina	6-27-2005	
AIDS006	Put together a draft based on the Truman document to bring to the team next meeting.	Kim, Tracy	6-27-2005	
AIDS007	Research an automated way to verify address standards.	Libby, Thom, Kathy ?	??	
AIDS008	Review the way EIU people enter data. How we treat abbreviations, etc	All team members	??	
AIDS009	Determine Team Chair	Bill W	ASAP	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**Attachments and/or meeting Handouts listed:**