

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: May 4, 2005

Time: 9:00am-11:00am

Place: ITS Conference Rm

Attendees:

Note Author:

Agenda and discussion items

- Future meetings scheduled in ITS conference room
- SCT Project manager report by 3rd Fri of each month
 - SCT PM here on campus
- BOT meeting report – see two attachments
- EISE Budget and end of year issues
 - Reporting solution
- Project Schedule
 - Overall schedule and decision on system implementations
 - Training and consulting schedule
- Discussion with Graduate School
- Planning documents
 - Overall review and time lines
 - Configuration Management
 - Project Definition Document
 - Communication Plan
 - Prioritized Services Requirements Plan
- Cross Functional Collaboration Group
 - Status, Leader, Function, Meetings
- Data Standards Team
 - Purpose
 - Determine the standards for data entry including values and formats
 - Address issues surrounding the access, use and modification of data – who, how, when
 - Handle specific data issues in adhoc teams then disband
 - Security?
 - Work between the Steering Committee and Cross Function Col. Group
 - Membership
- Reporting Work Team

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- Purpose
 - Look at what data is delivered via reports – Banner, departmental
 - Standard reporting methods – formats, headers, identifiers of data source
 - Review of tools
 - Special reporting issues
 - Security for reports and e-print
 - Define levels who will create reports
 - Define standards for report maintenance
- Membership

- BPA seminar – May 10-12

- EISE Web site development

- EISE days
 - Notification to project personnel and campus

- Project Room
 - None available in SSB until at least the fall

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Ask Neil about FA consultants – Steve Bellin	Bill W		Completed 4-20-05
	Find a Project room	Bill W		Still looking
	Determine a CFCG Team Leader	Bill W		
	Create a template document for meeting agenda and notes	Bill W		Completed 4-13-05
	Secure and schedule room for SC meetings	Bill W		Completed 4-13-05 all in ITS Conference room
	Distribute planning docs as	Bill W	As soon as	Completed 4-27-05

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	edited to SC members		completed	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

- SCT Project manager report – two attached documents
- BOT meeting report – two attached documents