

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: May 18, 2005

Time: 9:00am-11:00am

Place: ITS Conference Rm

Attendees:

Note Author:

Agenda and discussion items

- Planning documents – review and modification
 - Configuration Management Plan
 - Project Definition Document
 - Communication Plan
 - Organization Plan
 - Prioritized Services Requirements
- Data Standards Team
 - Determine members and charge
- Reporting Work Team
 - Determine members and charge
- BPA seminar – May 10-12
 - Overview of seminar
 - Goals and use of BPA
- SCT Project manager monthly report – distributed with agenda
- EISE Web Site
- EISE Budget and end of year issues
- 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
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Item Identifier	Item Description	Owner	Target Completion Date	Status
	Rework planning documents to minimize the number of documents under full configuration management – Notify SC members when completed	Bill	Asap	Completed 5-10-05
	Review and planning documents for next meeting discussion	SC Members	Before May 18	
	Determine members for Data Standards Team – pass names to Bill	SC Members	Before May 18	
	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before May 18	
	Discuss with areas the needs and nature of a reporting tool	SC Members	Before May 18	
	Find a Project room	Bill W		Still looking

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

SCT Project Manager April monthly report sent via email with this agenda