

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards

Date: 6/20/05

Time: 9:30 am

Place: ITS Conference Room #3057

Attendees: Bill Witsman, Tracy Hall, Kim Harris, Nina Millner, Thom Strohecker, Libby Coffey, Brenda Ross, Dave Horsman, Amy Edwards, Julia Abell

Note Author: Tracy Hall

**Agenda and discussion items**

- Which University's Data Standards best fits us?
- Using USPS website and other websites to determine address standards -Software to verify address standards.
- Using Appendices to address specific standards (suffixes, prefixes, etc.)
- Standards necessary for Finance Implementation

**Decisions Made**

We will be using mixed case for name.

We will be using the individual's legal name.

We want to see some examples of the Chart of Accts so that we can find standards that need to be set.

Next meeting will be June 27 9am-noon.

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**New 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	Libby, Bill	6-27-2005	

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	have Banner Quest? Libby will research and will also find out what Banner recommends. Bill will ask Neil.			
AIDS004	Send all the links to websites to verify and confirm address standards (USPS, etc)	Kim	6-27-2005	Completed
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	

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

Temporary Data Standards for Finance Implementation