

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Data Standards

Date: 7/18/2005

Time: 9 – 11am

Place: ITS Conf room 3057

Attendees: Doug Bower, Tracy Hall, Kim Harris, Amy Edwards, Kathy Reed, Thom Strohecker, Libby Coffey, Dave Horsman, Nina Millner

Note Author: Tracy Hall

Agenda and discussion items

- Announcement of new chair Doug Bower
- Continue editing of document

Decisions Made

We will meet once a week until Summer is over.

We established 3 questions for Access portion of document:

- Who has access?
- If you have access, what are your responsibilities
- How do you gain access?

A glossary will be established for definitions.

Decisions for referral

Tabled/Future discussion Items

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Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	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	
	Put together a draft based on the Truman document to bring to the team next meeting.	Kim, Tracy, Amy	Ongoing	
	Research an automated way to verify address standards.	ALL	Ongoing	
	Review the way EIU people enter data. How we treat abbreviations, etc	ALL	Ongoing	
	Determine Team Chair	Bill W.	Completed	New chair is Doug Bower
	Ask VP area if there's a naming standard or convention in departments names and abbreviation and if there's a modification procedure. Bill will check with IA.	All	??	
	Finance area will notify us if there are other abbreviations necessary for their Chart of Accounts.	Dave Horsman	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Data change rules table from Amy Edwards