

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Data Standards

Date: 8/19/2005

Time: 9 – 11am

Place: ITS Conf room 3057

Attendees: Doug Bower, Kathy Reed, Libby Coffey, Amy Edwards, Nina Milliner, Kim Harris, Brenda Major, Julia Abell, Dave Horsman, Sue Harvey

Note Author: Doug Bower

Agenda and discussion items

- Membership: Tracy Hall will no longer be serving on the team but will be replaced by Patti Bailey. Sue Harvey is attending the meeting today to determine who would be the best person from Records Office to serve on the team.
- Name for HR tied to Social Security Card was discussed. During training HR learned that there was a Social Security Name that would take care of their concerns.
- Discussion editing the following sections of the document
 1. Name Standards

Decisions Made

Decisions for referral

- Name types and Address types need to be developed – refer to CFCG
- University and Dept abbreviations need to be identified – referred to Steering
- Data Security and Data Reporting Teams status – referred to Steering
- Role of Self-Service changes by various constituents – referred to Steering

Tabled/Future discussion Items

- Validation tables

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion	Status

**EISE Project Meeting Notes
Eastern Illinois University**

			Date	

Attachments and/or meeting Handouts listed: