

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Data Standards

Date: 8/29/2005

Time: 9 – 11am

Place: ITS Conf room

Attendees: Doug Bower, Amy Edwards, Kim Harris, Brenda Major, Julia Abell, Dave Horsman, Sue Harvey, Patti Bailey

Note Author: Doug Bower

Agenda and discussion items

- Discussion editing the following sections of the document
 1. Name Standards
 2. Address Standards

Decisions Made

Decisions for referral

- Do the city, state, county fields automatically populate when zip code is entered? – ITS
- CFCG should review address source, telephone type and email type – CFCG

Additional Action:

- Sub-group (Kim, Amy, Patti) will continue to work on draft document revisions. Need to add section on campus mail addresses
- Doug will begin working on table of abbreviations for University depts & offices
- Request has been made for a short presentation on banner for the team

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 Date	Status

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Attachments and/or meeting Handouts listed: