

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Financial Aid Process Team

Date: 4/8/2005

Time: 10:00AM

Place: ITS Conference Room

Attendees: Tracy Hall, Dian Ensign, Nancy Dole, Patti Bailey, Deanna Kelly

Note Author: Tracy Hall

**Agenda and discussion items**

1. Timeline
2. Financial Aid Consultant
3. Black Out Calendar
4. Project Definition Document
5. Tracy's Leave
6. BPA training

**Decisions Made**

1. Blackout calendar was determined
2. During Tracy's leave, Jone Zieren and Dian Ensign will take over duties of Project Team leader.
3. Next meeting April 12, 2:30pm

**Decisions for referral**

**Tabled/Future discussion Items**

List Objectives from your area for PDD

After BPA training, team will start work on putting together business procedures for Financial Aid processes.

**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:**