

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Financial Aid

Date: 12/5/2005

Time: 10:00 am

Place: Financial Aid Conference Room

Attendees: Dian Ensign, Deanna Kelly, Nancy Dole, Patti Bailey, Dave Bailey, and Jone

Note Author: Jone Zieren

Agenda and discussion items

Update: Training/Education (Kick off March 20th) – gave copies of education schedule to date to members for review - Jone
Data Cleansing – Dave and Jone
Data Standards/Data Custodians – Patti and Jone
Reporting Standards - Jone
Offered materials to members for review - Jone
Discussed approval of accrued leave during training and implementation - Jone

Review web site: <http://www.eiu.edu/~eise/>

Decisions Made

Members will review web site both for SCT and EIU.

Decisions for referral

None

Tabled/Future discussion Items

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Retention of files	Dian	Next meeting	Incomplete
	Update Tracy Hall	Jone	January 2006	Pending

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: