

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Financial Aid Functional Team

Date: 3/1/2006

Time: 2:00 pm

Place: Financial Aid Conference Room

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

Note Author: Tracy Hall

Agenda and discussion items

- **Consulting schedule**

VPSA approved us closing the office, so that everyone can attend 1st day of consulting March 21.

Implementation team plus Cindy Starwalt and Marsh Toner will attend 2nd and 3rd days of consulting.

Everyone will be required to fill out an evaluation after the session.

- **Implementation kick-off**

We will have an implementation kick-off event/staff meeting the morning of March 15. Jone will address any regular staff meeting type of issues, announcements, Tracy will give the staff a brief overview of the Banner/EISE project and how the consulting schedule and sessions will work. Dian and Patti will organize a team-building activity for entire staff, Tracy will provide door prizes to be given away, and the implementation team will bring in food for breakfast.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

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

Attachments and/or meeting Handouts listed: