

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Financial Aid Functional Team

Date: 5/3/2006

Time: 2-4 pm

Place: ITS Conference Room

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

Note Author: Patti Bailey

**Agenda and discussion items**

- Tracy and Dave are working on removing the seed data from our test instance. They can either do a scrub or mark information as deleted. They are checking with Steve on our Technical Representative. It should be completed by our next consulting session.
- Our consulting schedule has been revised to include both Scott and Marla. Steve will only be available by remote access. Tracy and Jone are still working on getting a consultant with more Financial Aid experience.
- Decisions were made on the process to handle Not Admitted Students.

A-admitted	Go on thru system
D-denied	Send nothing to them
AA-Applicant acceptance	Go on thru system
AW-Applicant withdrawal – prior to admission decision	Send nothing to them
AR – Applicant rejects offer	Send nothing to them

If there are not any codes we will send a Not Admitted letter and verification documents if they have been selected for verification.
- Tracy reported that ITS will be purchasing Crystal, Argos and Form Fusion.

**Decisions Made**

Not Admitted Students

**Decisions for referral**

**Tabled/Future discussion Items**

Requirements Tracking Milestone

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**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Consider time-line issues for ITS and inform Dave Bailey through Tracy if any others should arise	All team members		

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Questions for Degree Audit team for Financial Aid	Dian	4/26/06	
	Completing RTVTREQ form and RORMESG form in Test.	Patti Cindy	5/14/06	
	Prepare Budget charts	Jone/Dian	5/15/06	
	Obtain cont ed averages from OPIS	Jone	5/3/06	Complete
	Contact U of I regarding MAP	Dave/Marsha		

**Attachments and/or meeting Handouts listed:**