

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Financial Aid Functional Team

Date: 5/24/2006

Time: 2-4 pm

Place: ITS Conference Room

Attendees:

Note Author:

Agenda and discussion items

- Updates
 - Data Standards – Tracy reported the Data Standards team is currently working on the mailing/business addresses
 - Reporting Standards – Jone reported the Reporting Standards team is working on defining an official report with references to the IGP's. Dave Pollard is working on compiling it and will submit it to Bill Witsman.
 - CFCG - The damaged laptop cart has been reordered and the Math lab is now available to be used for consulting sessions. Finance will start their fiscal training next week.
 - Data Custodians – The Data Custodians are creating a handbook.
 - HR – The HR team is now able to get employees paid and they have met several of their milestones. HR has their own test instance for their use.
- We have Technical training next week and Tracy, Tony, Patti and several IT personnel will be attending.
- We need to work on cleaning out the suspense file, the common matching routine and load records again. Dian will work on cleaning out the suspense file and we will work on common matching at the June 7th meeting.
- Tracy, Tony and Patti attended Crystal Reports training.
- Requirements tracking (Admission codes)
- For one semester only budgets we will add a 1 to the budget code. Dian will check with Cathy on preparing the one semester budgets. Need to think about if we need a manual budget code.

Decisions Made

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		
	Completing RTVTREQ form and RORMESG form in Test.	Patti Cindy	5/14/06	Ongoing

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Questions for Degree Audit team for Financial Aid	Dian	5/10/06	Complete
	E-mail HR/Work Study concerns to Joy Craft	Tracy Nancy	6/7/06	
	Setup meeting with Rodney Ranes regarding Graduate Office admissions codes	Patti	6/7/06	
	Send Mary Herrington-Perry e-mail regarding DARS and Financial Aid	Tracy	6/7/06	
	Contact Sue Harvey regarding security access to veterans information	Tracy	6/7/06	
	Clean out Suspense file	Dian	6/7/06	

Attachments and/or meeting Handouts listed: