

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: EISE Reporting Standards  
 Date: November 17, 2005  
 Time: 2:00pm-4:00 pm  
 Place: ITS Conference Room 3057  
 Attendees: Jone Zieren, Julia Abell, Karla Sanders, Martha Brown, Jerilyn Hutson  
 Note Author: Jerilyn Hutson

**Agenda and discussion items**

- Review task list which was devised last meeting, 10 Nov 2005
  - Team members present at meeting decided to meet at scheduled time as they wanted to try to keep moving forward on the tasks.
  - Many team members had questions regarding the task list.
- Continue Development of the task list on EISE repository: Reporting Standards Team/EIU-gentasklist-RS-v10.1 (Excel spreadsheet)
  - Team members present put together the following task list and tentatively assigned individuals to work on each portion (numbers in parenthesis represent page numbers in Bridgewater document for reference):
    - General Statement (2)-Julia
    - Scope of Document (2)-Martha
    - University Reporting Needs (24-31)
    - Evaluation of Reporting Tools (5-14)-Thom, Ken, Dave P, Dave H
    - Reporting Environment (15-23)-Amy, Jerilyn
    - Levels of Users (4 and appendix)-Karla, Ken
    - Levels of Reporting (36)-Karla
    - Report Formatting (combined reporting)
      - Official
      - Unofficial
    - Distribution
    - Appendix
    - Recommendation-Final Task

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List, Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS001	Review BSC document	All members	Next meeting	completed

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion	Status
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			Date	

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