

EISE Project Meeting Notes Eastern Illinois University

Team/Group: EISE Steering Committee

Date: April 7, 2005

Time: 9:00am-11:00am

Place: ITS Conference Rm

Attendees: Bill Witsman, Jeff Cross, Brenda Ross, Sue Harvey, Linda Moore, Jone Zieren, Julia Abell, Chat Chatterji, Michael Hutchinson was present for Kathleen Moreno. Not in attendance: Larry Cannon, Chuck Phillips

Note Author: Bill Witsman

Agenda and discussion items

- Planning documents who does – CFCG then SC
 - The Cross Functional Collaboration Group will review modify the planning documents. The Steering Committee will then meet to discuss and make further revisions then provide final approval of the documents.
- Cross Functional Collaboration Group
 - This group was discussed as having a role in the project. Bill Witsman will check with Kathy Reed as to whether she would lead this group.
- Project communication methods
 - A very rough draft of the communication plan was distributed and briefly discussed. Bill Witsman will make further revisions and place this with the other planning documents.
 - It was generally agreed that project team and committee meeting agenda & meeting notes should be written and published for the entirety of the campus.
 - Bill Witsman will provide a template for the agenda and notes.
 - Although a couple members are not currently using Outlook Exchange for their calendar, they attempt to get an account for this purpose.
- Data Standards Team
 - Discuss was held but not solid conclusions were made.
 - Bill Witsman will provide additional information and a list of potential people for the next meeting.
- Reporting Work Team
 - Discuss was held but not solid conclusions were made.
 - Bill Witsman will provide additional information and a list of potential people for the next meeting.
- EISE days
 - Discussion concluded with identifying Wednesday as being an EISE day in which teams would set aside for project activities. This is not the only day that project activities will occur but a day the people will attempt to not schedule for other meetings.

**EISE Project Meeting Notes
Eastern Illinois University**

- Project Room
 - Bill is still trying to identify a location for this room. People seem to feel that this would be very advantageous for the project.

- Steering Committee meetings
 - Due to the load of decision making, decision was made to meet twice a month on the first and third Wednesday of each month from 9am to 11am. Bill W will secure a meeting room.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC005	Ask Neil about FA consultants – Steve Bellin	Bill W		Completed 4-20-05
AISC006	Find a Project room	Bill W		

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC007	Determine a CFCG Team Leader	Bill W		
AISC008	Create a template document for meeting agenda and notes	Bill W		Completed 4-13-05
AISC009	Secure and schedule room for SC meetings	Bill W		
AISC010	Distribute planning docs as edited to SC members	Bill W	As soon as completed	Completed 4-27-05

Attachments and/or meeting Handouts listed:

Draft communication plan.