

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: May 25, 2005

Time: 9:00am-11:00am

Place: ITS Conference Rm

Attendees: Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chuck Phillips, Brenda Ross, Julia Abell, Chat Chatterji, Larry Cannon, Linda Moore and Mike Hutchinson for Kathleen Moreno

Note Author: Bill Witsman

Agenda and discussion items

Larry Cannon reported on the 6 days training for the Finance Process Team. They have been advised not to upload the chart of accounts yet.

Scott Winkler has replaced Jan Gillingham as EIU's SCT Account Manager. Scott has experience in higher education, as an SCT Project Manager and as an SCT Account Manager.

Committee worked on the Project Definition Document sections: Mission Statement, Vision Statement, Objectives and discussed the Benefits section.

A brief discussion was held about the Data Standards document and team. No conclusions were made.

Because of the amount of work yet to do on the planning documents, members should continue to review and make suggested changes. The committee will meet next Wednesday, June 1, 9:00 until 12:00.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC006	Find a Project room	Bill W		Still looking
AISC012	Review and planning	SC Members	Before next	Ongoing

**EISE Project Meeting Notes
Eastern Illinois University**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	documents for next meeting discussion		meeting	
AISC013	Determine members for Data Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Ongoing
AISC016	Investigate Grant Administration	Chuck Phillips & Joy Craft	ASAP	Closed. Discussions were held about the nature of this and they will be taken into consideration during the HR implementation.
AISC017	Can we use hyphen instead of underscore character for document naming standards	Bill W	ASAP	Closed. Yes, Bill will begin using – instead of _ and will change the Configuration Management Document accordingly
AISC018	Review and correct the tracking and identification areas, make other minor changes to Name and Description within the Configuration Management Plan	Bill W	ASAP	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC019	Rework planning documents to minimize the number of documents under full configuration management – Notify SC members when completed	Bill	Asap	

Attachments and/or meeting Handouts listed: