

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: June 1, 2005

Time: 9:00am-12:00 noon

Place: ITS Conference Rm

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Chuck Phillips, Brenda Ross, Chat Chatterji, Larry Cannon, and Mike Hutchinson for Kathleen Moreno

Note Author: Bill Witsman

**Agenda and discussion items**

There was discussion related to the importance of not modifying the Banner software or adding on other software while providing automated systems that allow the University to operate efficiently.

Reviewed and edited sections 1.3 to 5.1 of the Project Definition Document.

**Decisions Made**

Further discussion was held about the Data Standards document and team. Bill will contact the members discussed and will start the team working.

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review and planning documents for next meeting discussion	SC Members	Before next meeting	Ongoing
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
AISC006	Find a Project room	Bill W		Still looking
AISC019	Rework planning documents to minimize the number of	Bill	Asap	Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	documents under full configuration management – Notify SC members when completed			

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC020	Start up Data Standards Team	Bill W	ASAP	

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