

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: October 5 and 6, 2005

Time: 9:00am-11:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Julia Abell, Sue Harvey, Linda Moore, Jone Zieren, Jeff Cross, Chuck Phillips, Chat Chatterji, Brenda Major, Chuck Phillips, Larry Cannon. Rebecca Litton for Kathleen Moreno

Note Author: Bill Witsman

Agenda and discussion items

- Project status items
 - Technology fair feedback – mostly positive expectation of project deliverables
 - Education/consulting schedule work – continue to work on schedule
 - Many sessions scheduled in the next few weeks
 - Finance – consulting on the use of DB instances and topics for sessions
 - HR – Kronos and Banner sessions in next few weeks
 - DARWin/CAS – reinvestigating needs and time lines
 - Training lab machines – considering purchasing a lab cart
 - Training/Procedural document – Team leaders have been asked to look at training options

- Policy for the use of EISE funds personal services expenditures
 - The Personal Services Resources Recommendations were discussed. It was decided another meeting would be scheduled to finalize a recommendation for the EISE Executive Meeting which will be held on Tuesday, October 11. Meeting was tentatively scheduled for Thursday, October 6, from 11:30 a.m. to 1:30 p.m. in SSB Room 3057.
 - At October 6th meeting the recommendation document was further discussed and a draft was prepared for the Exec Committee

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Completed
AISC015	Discuss with areas the needs	SC Members	Before next	Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	and nature of a reporting tool		meeting	
AISC006	Find a Project room	Bill		Still looking
AISC024	Research software to automatically notify via email when web site is updated	Chat		Ongoing
AISC025	Research method for collaborative document manipulation	Chat, Bill		Ongoing
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		
AISC029	Add to web site the SCT PM status reports and SCT consultant trip reports.	Bill	ASAP	
AISC030	Activate and begin monitoring a web site FAQ	Bill	ASAP	In progress
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC032	Define use of project funds for personnel services expenditures	Chuck, Jeff, Jone, Bill	ASAP	In progress – first met with Labor relations Aug 24
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	
AISC034	Develop standard survey format	Linda Moore	ASAP	
AISC035	Arrange for Steering Committee to know when Team notes are posted to web site	Bill	ASAP	Completed
AISC036	Start up Reporting Standards Team	Bill	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: