

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: November 2, 2005

Time: 9:00am-11:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chuck Phillips, Brenda Major, Julia Abell, Chat Chatterji, Linda Moore, and Larry Cannon. Kathleen Moreno was absent
Also present was Kathy Reed.

Note Author: Bill Witsman

Agenda and discussion items

- Kathy Reed gave a report on the work of ITS and Cross Functional Collaboration Group.
- Brief status was give of the following project items
 - Student kickoff sessions Nov 15-17
 - Education/consulting schedule work
 - Data Standards – Doug Bower here next week
 - Reporting Standards Team - started
- Use of EISE funds personal services expenditures and stipend amount
 - Some document changes were made and the stipend for the five EISE Team Leaders was set as recommended by the Exec Committee.
 - The document was approved by the committee
 - A Team Leader meeting will be held to discuss their plans
- Organization Plan – document approved
- Project Definition Document – document approved
- Conference attendance was discussed. Attempts are being made to solidify the list of attendees.
- Project evaluation
 - One very good question has been submitted via the EISE web site

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		Still looking
AISC024	Research software to	Chat		Ongoing

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	automatically notify via email when web site is updated			
AISC025	Research method for collaborative document manipulation	Chat, Bill		Ongoing
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	
AISC034	Develop standard survey format	Linda Moore	ASAP	
AISC037	Review Project Definition Document and be ready for approval at next meeting	Committee members	Nov 2, 2005	Completed
AISC038	Modify Organization Plan to include discussed change in Cross Functional Collaboration Group IT members	Bill	Nov 2, 2005	Completed
AISC039	Ask Team Leaders to develop plans for personal services usage	Bill	ASAP	Completed
AISC040	Ask Team Leaders to solidify conference attendance plans	Bill	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

Modified Personal Services Resources Recommendation document and spreadsheet
 Modified Organizational Plan v 1.3
 Questions submitted via EISE web site