

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: July 5, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jone Zieren, Chat Chatterji, Jeff Cross, Sue Harvey

Note Author: Ellen Coultas

**Agenda and discussion items**

- Use of accrued and sick leave time during periods of active project work was discussed and the corresponding document wording was revised.
- Bill gave a short presentation and report to the BOT at the June 26, 2006 meeting.
- Some money may be available for training, kick off and project end events.
- The Steering Committee as a group would like to attend an Argos beginning training session. A time will be set up in the near future.

The next Steering Committee Meeting is scheduled for July 19, 2006.

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC024	Research software to automatically notify via email when web site is updated	Chat		Ongoing
AISC041	Identify Banner and other product interface needs	Bill	ASAP	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**Attachments and/or meeting Handouts listed: Accrued Leave and Sick Leave Procedures for EISE Personnel**