

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: August 16, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees:

Note Author: Ellen Coultas

**Agenda and discussion items**

- Status of
  - Data Standards Team and Document - The team is working on the document and expect to have a final draft by the end of the month.
  - Reporting Standards Team and Document - The team made revisions to the document. Bill would like a copy with the revisions.
  - Training Plan - Bill needs to do some editing on this plan and give it to Sandy Bowman.
- Reporting & Form printing tool status- Argos is up and running in a test mode. ITS is still working on Form Fusion.
- Status of HR Process Team -
  - Current activities - This team is testing. They are in the middle of their busiest time and working around a lot of interruptions. Some suggestions to make testing smoother were to move the testing to a different location; look for temporary help possibly from former U of I employees and get some SCT consulting assistance.
  - Time and attendance - Time and attendance through Banner will most likely be delayed until Payroll has been done successfully. A pilot group will start time entry and then phase others in. Testing time entry is not a critical path. Bill will talk to the VP's at their meeting tomorrow.
- Questions or comments for Mike Delaney

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**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	Chat		Ongoing

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	updated			
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: