

# **Banner Security, Training & Deployment Meeting Minutes**

## **May 2, 2011, 3:00pm-4:00pm**

Attendees: Chien Shih, Susan Malmgren, Bill Baldwin, and Kari Elliott (note taker).

### Security Report Update:

1. Have specifications.
2. Still need to add active and inactive.
3. One more review Friday, May 6, 2011 before presenting final report to team leads.

### Re-organize MyPortal Page:

1. Create a group to make decisions for each page and tab.
2. What information users need to view?

### Target Announcement:

1. Tom Roza working on beefing up email database.

### AROGS:

1. Consultant working on letter generation for Foundation go live.
2. Consultant on site May 31, 2011.
  - Tech training – datablock creation, end of May.

### Take Away Items:

1. Focus on training and general Banner Luminis issues.
2. Need agenda for Steering Committee.
3. Security Policy.
  - How to approve.
  - Application process/record keeping.
  - Documented and automated.
  - Cradle to grave process.