

# 1 Meeting Logistics

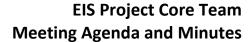
	Description		
Date	Monday, August 24, 2009		
Time	2:00 – 3:00 p.m.		
Location	Foothill Campus, D260		

### 2 Attendees

	Name		
Facilitator	Deb Treacy		
Minute Taker			
Time Keeper	Deb Treacy		
Core Team Participants	Kari Elliott, Eloise Orrell, Hector Quinonez, Carmen Redmond, Drake Lewis, Kim Chief Elk, Chien Shih, Linda Wooden, Tom Roza, Lydia Madden, Kurt Hueg, Kathleen Moberg, Fred Sherman, Andrew LaManque, Roseann Myers, Frank Nunez, Bernata Slater, Joe Lampo		
Not in Attendance	Cindy Castillo (vacation)		

# 3 Agenda & Minutes

Topic	Owner	Minutes		
Review Agenda	D Treacy			
Review of August 10th	D Treacy	Are there any changes that are required? (pdf copy is provided)		
meeting notes				
Review of scheduled activities the remainder of August and September	D Treacy	Copy of Weekly Events Calendar as of 8/20/2009 (attached)		
Review of Open Items/Issues Log	D Treacy	To be distributed on a weekly basis and will posted on our project website. (For our discussion the "FHDA_EIS Issues Option Items_20090819.xls" has been included.)		
		To be discussed:		
		• Items flagged as 'closed' with an 8/17/2009 date in column 'E' (date resolved) are these indeed closed? If not, what is their status?		
		Several items are (over above the items in the previous bullet) to be discussed		
		SEVIS processing requirements		
		2. update regarding Foothill involvement in the project		
		3. open items that require multiple teams collaborating (Return		
		of Title IV; Student employment)		
		4. Carlsbad/AbTech failover environment		
		5. Updates that may have occurred after 8/19/2009		
Enlisting the Customer	D Treacy	Using the Customer Support Center (CSC) as an extended support		
Support Center for issue		network and when we transition to them for support versus continued		
resolution		SunGard Higher Education consulting support (after go live).		





#### 4 Decisions

## 5 Action Items

Items to be followed up on resulting from the meeting (carryover items noted from 8/10/2009 meeting and the status):

Action Item	Owner	Due Date	Status
Create and maintain decision log.	D. Treacy	Immediately	In process of developing (8/19/2009 status)
Decision on database Luminis test/development environment is to be attached to. (TST8 for an environment populated w/data allowing simulation of the user experience in designing content)	C. Shih		Noted on Open Items/Issue Log. Meeting to be scheduled the week of 8/24 to discuss pros and cons of options.