

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 meeting notes	D Treacy	Are there any changes that are required? (pdf copy is provided)
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	<p>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.)</p> <p>To be discussed:</p> <ul style="list-style-type: none">• 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<ol style="list-style-type: none">1. SEVIS processing requirements2. update regarding Foothill involvement in the project3. open items that require multiple teams collaborating (Return of Title IV; Student employment)4. Carlsbad/AbTech failover environment5. Updates that may have occurred after 8/19/2009
Enlisting the Customer Support Center for issue resolution	D Treacy	Using the Customer Support Center (CSC) as an extended support network and when we transition to them for support versus continued 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	8/28/2009	Noted on Open Items/Issue Log. Meeting to be scheduled the week of 8/24 to discuss pros and cons of options.