1   Meeting Logistics

	Description
Date	**Monday, October 19, 2009**
Time	**2:00 – 4:00 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, Drake Lewis, Kim Chief Elk, Chien Shih, Tom Roza, Lydia Madden, Kurt Hueg, Kathleen Moberg, Fred Sherman, Andrew LaManque, Susan Gaitlin, Frank Nunez, Bernata Slater, Joe Lampo, Sharon Luciw, Cindy Castillo**
Not in Attendance	

3   Agenda & Minutes

Topic	Owner	Minutes
Review Agenda	D Treacy	
Review of October 5th meeting notes	D Treacy	Changes/questions. (Copy provided)
Status of the HR/PR Sprint Activities for January 2010 Go Live (including student employment)	C Shih, K Chief Elk, C Castillo	Timeline provided
Review of technical readiness activities	T Roza, J Lampo	• Luminis test/development environment • Streamlining database environments (combining ensuring quality in testing—reduce silo implementation/development environments) • Finance Banner 7.x→8.x go live requirements
Review of open items/issue log	C Shih, D Treacy	• HR/PR issue subsidiary log maintained by ETS (Shih) • Overall EIS implementation log (Treacy)—included
Review of upcoming SunGard Higher Education consulting sessions	D Treacy	Calendar included

4   Decisions

5   Action Items

Action Item	Owner	Due Date	Status
The teams, along with their SunGard Higher Education consultants, should determine the	Core Team/Implementation Teams	9/30/2009	

required releases that must be in place for the mocks (interdependencies included) and for the go-live milestones. This will allow the ETS area to plan/strategize the application of releases.			