

MyPortal Enhancement Meeting Minutes

December 5, 2011, 3:00pm-4:00pm

Attendees: Drake Lewis, Julie Ceballos, Becky Bartindale, Kurt Hueg, Chien Shih, Paul Starer, Carleen Bruins and Kari Elliott (note taker).

Objectives:

1. Review preliminary recommendations for Student tab – handout.

Take Away:

1. New channels reviewed before posting by Luminis team or another team created to review new channel requests.
2. Marketing needs to be involved with publishing information.
 - Create formal process & team.
 - Document process.
 - Review previous process Luminis team created during the beginning of implementation.
3. Charter/project plan – Kurt.
 - Who should be on team.