

Subject: Implementation of BDM - Purchasing and A/P
Location: Conf. Room D160

Start: Mon 12/16/2013 9:00 AM
End: Mon 12/16/2013 10:15 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Pam Grey
Required Attendees: Chien Shih; Annette Perez; Ellen Lyon; Esperanza Contreras; Tonette Torres; Susan Malmgren; Pam Eberhardt; Joe Lampo

Meeting minutes:

1. Review attached project objectives. Team will feed back before the next meeting scheduled on January 20, 2014
2. Clarify Louis Chan visit on February 17, 2014 is for setup consultation with ETS not a training mission.
3. Team agreed we will start the test incidence and training on April, 2014, the project completion deadline is tentatively set to Fall, 2014, team is confident will meet that.
4. Susan Malmgren will start the meetings with team members about the work flow processes.
5. Will add Asha to the team invite list and keep Martin as invite guest for information.

Things needed:

1. Team consensus on the project deadline.
2. Definition of critical success factors for the project.
3. Additional requirements not covered in the draft document.