	Administrative Excellence Work Team Project Meeting Agenda
Project Team:	IT – Email and Calendar Consolidation
Date / Time:	Wednesday 01/25/12 9:00 – 11:00
Location:	Room 67 Bascom Hall
Attendees:	Roger Hanson, Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, William Easton, Rhonda Davis, Alice Gustafson, Chris Slatter, Adam Fennel, Dan Koetke

----- AGENDA ----

TOPICS	WHO	TIME
Welcome & Agenda Review	Rhonda	5
Review the Consolidated Requirements Document for Missing Data Team discussion and decision: • Do we have enough data to move forward and look at vendor products or do we need to perform a campus-wide survey to get a larger sample size?	All	60
[BREAK]	All	10
Data Overview • Data identifying locally-run email / calendaring systems • Data identifying the administrators of those systems • Team discussion: What method(s) should we use to gather data on the reasons these systems are being run locally and the amount of resources being utilized to run them?	Chris	30
Team Discussion – Next Steps		15