



Project Team:	Administrative Excellence Work Team Project Meeting Agenda	
Date / Time:	IT – Email and Calendar Consolidation	
Location:	Wednesday 02/01/12 9:00 – 11:00	
Attendees:	Room 67 Bascom Hall	
	Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, William Easton, Rhonda Davis, Chris Slatter, Adam Fennel,	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Agenda Review	Rhonda	5
Update: 1/31 Meeting with the UW Survey Center	Rhonda, Chris S.	10
Local Systems Data Overview <ul style="list-style-type: none">• Data identifying locally-run email / calendaring systems• Data identifying the administrators of those systems• Team discussion: What types of questions should we ask to gather data on the reasons these systems are being run locally and the amount of resources being utilized to run them?	Chris H., Eric	45
[BREAK]	All	10
Update on Use Case Survey Brainstorming	Carl, Lisa, Jon	30
Project Timeline Discussion	Chris S.	10
Team Discussion – Next Steps	All	10