



<b>Administrative Excellence Work Team Project Meeting Agenda</b>		
<b>Project Team:</b>	IT – Email and Calendar Consolidation	
<b>Date / Time:</b>	Wednesday 02/08/12 9:00 – 11:00	
<b>Location:</b>	Room 67 Bascom Hall	
<b>Attendees:</b>	Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, William Easton, Rhonda Davis, Chris Slatter	
<b>----- AGENDA -----</b>		
<b>TOPICS</b>	<b>WHO</b>	<b>TIME</b>
<b>Welcome &amp; Agenda Review</b>	Rhonda	5
<b>Review and Finalize Use Case Survey</b> Discuss purpose, e.g. what we will do with the data gathered Identify which stakeholder groups we should ask to vet the survey	All	20
<b>Review the MX Records Report and prep for presentation to MTAG</b>	Chris H.	20
[BREAK]	All	10
<b>Local Systems Data Overview</b> <ul style="list-style-type: none"> <li>• Data identifying locally-run email / calendaring systems</li> <li>• Data identifying the administrators of those systems</li> <li>• What do we have and what do we need to ask for?</li> </ul>	Chris H. / Eric	20
<b>Review the Local System Administrator Survey</b>	Eric	30
<b>Business Case Development</b>	Chris S.	10
<b>Team Discussion – Next Steps</b>	All	5