



## Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

*Shaping our Future*

<b>Project Team:</b>	IT – Email and Calendar Consolidation		
<b>Date / Time:</b>	Wednesday 02/22/12 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, Rhonda Davis, Chris Slatter		
<b>----- AGENDA -----</b>			
	<b>TOPICS</b>	<b>WHO</b>	<b>TIME</b>
	<b>Welcome &amp; Updates</b> Use case survey status	Rhonda / Chris S.	5
	<b>Administrator Survey Update</b>	Eric / Bobby	30
	<b>Project Timeline Review</b>	Rhonda / Chris S.	30
	[BREAK]	All	10
	<b>Detailed Cost Discussion</b> Current costs for campus-wide email and calendaring Conversion costs	Chris H.	15
	<b>Ideas / Initial Thoughts on the Business Case</b>	All	15
	<b>Team Discussion – Next Steps</b>	All	5