



Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

Shaping our Future

Project Team:	IT – Email and Calendar Consolidation	
Date / Time:	Wednesday 02/29/12 9:00 – 11:00	
Location:	Room 67 Bascom Hall	
Attendees:	Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, Rhonda Davis, Chris Slatter	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Updates		
Use Case Survey Data Analysis Define questions we want answered by the survey data	Chris S.	30
Review Email Administrator Survey	Eric / Bobby	30
[BREAK]	All	10
Detailed Cost Discussion Current costs for campus-wide email and calendaring Conversion costs	Chris H.	20
Discuss Business Case Assignments	All	30
Team Discussion – Next Steps		