



Project Team:	Administrative Excellence Work Team Project Meeting Agenda	
Date / Time:	IT – Email and Calendar Consolidation	
Location:	Wednesday 03/21/12 9:00 – 11:00	
Attendees:	Room 67 Bascom Hall	
	Roger Hanson, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, Rhonda Davis, Chris Slatter	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Updates		
Review the Product Matrix for email / calendar Discuss prioritization of the requirements	Roger / All	30
Review the Google / Microsoft RFIs Do we need to contact the vendors for additional information?	Roger / All	20
Review Cost model for WiscMail / WiscCal Incremental cost changes for outsourcing students, adding staff, or both	Roger / All	10
[BREAK]	All	10
Review Berkley Matrix <ul style="list-style-type: none">Will a similar format meet our needs?	All	15
Team Discussion – Next Steps <ul style="list-style-type: none">Schedule working meetings outside of our regular project time to work on the business case?	All	5