



<b>Project Team:</b>	<b>Administrative Excellence Work Team Project Meeting Agenda</b>	
<b>Date / Time:</b>	IT – Email and Calendar Consolidation	
<b>Location:</b>	Wednesday 03/28/12 9:00 – 11:00	
<b>Attendees:</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>		
<b>Finalize questions for Google, Microsoft, WiscMail+ / WiscCal power users</b> Review interviewee list and process for conducting interviews	All	20
<b>Review administrator survey results</b> Decide next steps – process for in-person engagements	Chris S.	40
[BREAK]		10
<b>Review the product matrix for calendars</b>	Chris H.	15
<b>Additional review of the cost model for WiscMail / WiscCal</b> Further discussion of costs that will need to be carried forward regardless of the product selected	Chris H.	15
<b>Team Discussion – Next Steps</b> <ul style="list-style-type: none"><li>• Schedule working meetings outside of our regular project time to work on the business case?</li></ul>	All	10