



Project Team:	Administrative Excellence Work Team Project Meeting Agenda	
Date / Time:	IT – Email and Calendar Consolidation	
Location:	Wednesday 04/11/12 9:00 – 12:00	
Attendees:	Room 260 Bascom Hall	
	Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, Rhonda Davis, Chris Slatter, Scott Friedman	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Updates		
Build the Product Assessment Matrix	All	60
[BREAK]	All	10
Build the Product Assessment Matrix (cont.)	All	30
Develop Vendor Questions	All	60
Team Discussion – Next Steps Recommendation Decision Day is 4/25		20