



<b>Administrative Excellence Work Team Project Meeting Agenda</b>		
<b>Project Team:</b>	IT – Email and Calendar Consolidation	
<b>Date / Time:</b>	Wednesday 04/18/12 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	
----- AGENDA ----		
<b>TOPICS</b>	<b>WHO</b>	<b>TIME</b>
<b>Welcome &amp; Updates</b>		
<b>Final prep for upcoming meetings</b> Vendor meetings with Microsoft ( 4/19 2:15 - 3:30) and Google (tbd) Email administrators (4/19 10:30 – 11:30 Union South) Minnesota - Google adopter (tbd) Nebraska - Microsoft Office 365 adopter (tbd)	All	45
[BREAK]		10
<b>Business Case Walkthrough</b> Identify sections that can be completed now Discuss financial model Migration costs DoIT costs that would carry forward if Google or Microsoft is chosen Resources needed to run a new system	All	60
<b>Team Discussion – Next Steps</b> <span style="color: red;">Recommendation Decision Day is 4/25</span>		