



Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

Shaping our Future

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| Project Team: | Administrative Excellence Work Team Project Meeting Agenda | |
| Date / Time: | IT – Email and Calendar Consolidation | |
| Location: | Wednesday 04/25/12 9:00 – 11:00 | |
| Attendees: | 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 | | |
| Team Recommendation Decision Process Team poll - where do we stand on a product recommendation? | All | 15 - 60 |
| [BREAK] | | 10 |
| Business Case Financial model – finalize method for estimating costs Review work completed Discuss work remaining | All | 60 |
| Team Discussion – Next Steps | | |