

**MEETING MINUTES**

**Systems Portfolio**

**March 16, 2005**

**2:00 pm – 3:30 pm**

**Next Team Meeting: 1:30 pm, Thur, Mar. 31, Room 7342**

Members Present: Doug Easterling, Tom Huguley, Joan Patten, N. Thibeault

Members Absent: David Landom, Sue Merrell, Ned Young

Meeting Leader: Doug Easterling

Meeting Recorder: Joan Patten

Meeting Objective(s):

1. Review Overview
2. Discuss Criterion Team progress and future needs
3. Discuss Action Project Teams
4. Tentative Portfolio Timeline

<b>AGENDA ITEMS</b>	<b>COMMENTS/CONCLUSIONS/ OR ACTIONS (IF ANY)</b>	<b>PERSONS(S) RESPONSIBLE</b>	<b>BY WHEN</b>
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MEETING MINUTES			
1. Overview	<p>Those present felt it was a good ‘first effort’. Joan was provided with feedback and suggested refinements. The team discussed whether we should share the overview (once updated) with the team leaders and executive sponsors. Should be promoted as our first stab to help guide them in their efforts, and to associate certain areas with the expectation that their team will play a role in providing material. It was agreed to send these out. Discussion re: whether we should put it on the intranet occurred. For now, looks like it will be e-mailed to team leaders and executive sponsors. Tom suggested we make sure that the recipients understand this is an evolving document, and nothing is written in stone, i.e. we will be reliant on their work to complete this..</p>	Joan	
2. Criterion Teams	<p>Dave/Gloria’s e-mail correspondence was discussed. Gloria was wondering whether she should just focus on the context questions as others will flux over time. She also asked for a date where we consider the institution’s situation as static i.e. frozen.</p> <p>The Portfolio Team felt that all questions should be attempted by each criterion team as of the first draft/status report on May 1. It was agreed that all reports should be written in third person. It was also agreed that the ‘freeze’ date would be 26 February 07, with minor changes OK after that time. Lastly, the team wanted to make sure that the Criterion Team leaders were aware that it is the executive sponsor, not the team leader, who should forward the materials to Doug Easterling. This is intended to assure that the Executive Sponsor is intimately involved in the outcome of the team’s efforts and approves the material. Doug is to prepare a missive to relay this information to all Criterion Team leaders.</p> <p>Tom informed the group that indeed the AQIP Portfolio Team, the Criterion Teams and the Action Projects all are required to fill out this form. Doug will attempt to fill out for the Portfolio Team and the Criterion Teams as much as possible for each team in order to minimize work for the Criterion Team leaders. Tom will handle the action projects.</p>	Doug	
	<p>Group felt timeline should not be manipulated if it could be avoided.</p>	Doug Tom	
		All	

