

GDB Phase 2 Advisory Committee Meeting

10/16/2008

2:00 PM

South Executive Conference Room - Teleconference

Meeting called by: Debi Jackson

Attendees: Debi Jackson, Craig Yamamoto, Leonard Gude, Erik Lewis, Joe Perez, Bryan Dickason, Tom Hill, Joseph Lopez, Tom Mays, Helen Montag Penni Doud, Judy Hahn, Heidi Dillon, Virginia Miller, Lorie Trapani, Vonda Garcia, Cherie Hood, Olivia Garcia, Nancy Solon, Cheryl Lenz

Please bring: Advisory Committee Charter and power point presentation

* - indicates that the attendee was not present in the meeting.

Agenda

Introduction	Debi
Review Power Point Overview Presentation	Debi - all
Review Charter	Debi - all
Review Committee Schedule	Debi - all
Open discussion / Summary	Team
Review action items	Debi

Additional Information

Special notes/possible
discussion topics:

Next Meeting 6 November 2007

Review Committee Power Point Presentation	
Discussed the GDS Power Point Presentation to provide a clear understanding of what the project scope is. Discussed the member's roll and how they will help in requirements gathering. Explained that each member needs to identify what their web services needs are (pre-formatted queries).	
Members	Members expressed concern on the web services categories. CSAC staff explained that we want to provide pre-formatted queries for schools/ institutions to acquire the information they need quicker to perform their job.
Members	Members asked if they can have AD HOC queries. CSAC explained that AD HOC queries take longer to process that is why CSAC wants to provide pre-formatted queries. Members were asked to start identifying the queries they would need to help do their job quicker.
Review Charter	
Some changes to the Draft Charter were identified and corrected. Each member will review the draft Charter for their input for the 6 November meeting. The committee will finalize the charter at the next meeting. Each member is also going to solicit their IT staff and/or vendor membership. The Vendors would be solicited to assist schools in interfacing with our system. We will solicit to as many IT staff and vendors as possible to ensure we provide the same level of service to all schools and institutions.	
Charter Review	All staff will be sent the latest draft Charter. Please review and provide your feedback so we can finalize the Charter at the advisory meeting scheduled on 6 November 2007.
Review Schedule	
The Committee members discussed the best date to hold monthly meetings. It was agreed that staff would hold meetings twice a month. The meetings will be scheduled on the first and third Tuesday of each month from 1:30 – 2:30PM (PST). If the meeting falls on a Holiday, we will not re-schedule.	
Solicit membership	All staff in attendance of the first meeting will solicit additional IT staff and vendors to assist in the requirements gathering for GDS Phase 2.
Open discussion / Summary	
Committee agreed that we need to meet 2 times a month to get the requirements collected. The meetings will occur in the first and third Tuesday of each month through October 2008. Meetings will be via teleconference and Tom Hill will help CSAC to provide a webinar service meeting.	
Members will review the Advisory Charter, provide changes and the committee will finalize the charter in the 6 Nov meeting.	
Members will provide Debi Jackson the name and email of all their IT Staff and/or vendors to help acquire the IT specifications for the project.	
Members will identify requirements/ pre-formatted queries that they want and email them to Debi Jackson so they can be discussed at the next meeting.	
Debi	Debi will send out the latest Advisory Charter for members to review. The Members will review and provide input to Debi Jackson via email so we can finalize the Charter on the 6 November meeting.
Tom Hill	Tom Hill will help CSAC to provide a webinar service meeting.
Members	Members will provide Debi Jackson the name and email of all their It Staff and/or vendors to help acquire the IT specifications for the project.
Members	Members will identify requirements/ pre-formatted queries that they want and email them to Debi Jackson so they can be discussed at the next meeting.
Debi	Debi will set up the meetings for the next 3 months for all members.
Next Meeting: 6 November 2007 at 1:30	