

GDB Phase 2 Advisory Committee Meeting

7/18/2007
2:00 PM
South Executive Conference Room

Meeting called by: Debi Jackson

Attendees: Debi Jackson, Craig Yamamoto*, Jerry D Perez*, Pam Fleming*, Leonard Gude*, Justin Masters,
Jerry Perez*, Erik Lewis*, Joe Perez, Bryan Dickason, Thea Pot-Van Atta

Please bring: Advisory Committee Charter

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

Agenda

Introduction	Debi
Review Committee Schedule	Debi - all
Review Charter	Debi - all
Review membership	Debi - all
Open discussion / Summary	Team
Review action items	Debi

Additional Information

Special notes/possible
discussion topics:

Next Meeting TBD

Review Committee Schedule	
The Committee members discussed the best date to hold monthly meetings. It was agreed that staff would hold Face-to-Face meetings on the 3 rd Wednesday of each month from 2:00 – 3:00PM.	
Rules of Engagement	We will define the rules of engagement for meetings.
Review Charter	
Each member is going to review the draft Charter for their input. Each member is also going to solicit institutions and vendor membership. The Vendors would be solicited to assist schools in interfacing with our system. We will solicit to all vendors.	
Charter Review	All staff received a draft of the Charter. Please review, provide your feedback so we can finalize the Charter.
Review membership	
We need to have representatives from schools and FAM offices to help acquire requirements.	
Solicit membership	All staff in attendance of the first meeting will solicit additional Advisory Committee membership. Add Kurt Zimmer to the Committee.
Open discussion / Summary	
Committee agreed that we need to develop a framework to acquire comments from vendors. Also a format for publishing information to all members, institutions and vendors.	
Debi	Debi will review the Advisory and Enhancement Workgroup Charter to analyze if we can utilize their processes and/or lessons learned.
Debi	Debi will create a distribution list of all advisory members for email and correspondence.
Debi	Debi will set up the meetings for the next 3 months.
Next Meeting TBD	