

Identification			
Project Name:	Architecture Review Board	Phase:	Meeting #1.5
Project ID #:	ARB	Date / Time	04/09/07 11:00am-12:00 pm
Project Sponsor:	Susan Malisch	Project Manager	Jim Sibenaller
Topic:	ARB 1.5 Meeting (Brief meeting – principles)		
Attendees:	Charlotte Pullen, Cheryl Heckel, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Konstantin Laüfer, Larry Adams, Matt Riolo, Walt Slazyk		
Absent:	Jose Martinez, Paul Kott		

Discussion Points and Decisions

Briefly describe the points / issues / topics that were discussed.

Agenda:

- Minutes
 - Outstanding Task Review
 - Notes – Volunteer
- Charter Finalization/Comments from Susan
- Principles Brainstorming
- Next Steps

The meeting began with a validation of the minutes (link was distributed via email). Outstanding tasks were reviewed. All tasks were on target. Larry volunteered to draft the minutes for the meeting.

Reminder: To make scheduling easier, it was decided that we should grant each other read access to appointments.

The group discussed Susan’s comments on the charter and agreed on minor revisions.

Final Charter: The Architecture Review Board will build the technology roadmap that enables Loyola University Chicago to fulfill its mission and vision effectively while adapting to a changing higher education environment.

Jim distributed a cross-reference to all of the Architecture Principle samples (which are posted at <\\sharedls\data\IT\shared\principles>) from 7 different organizations. Detailed lists were also available for the brainstorming.

The group spent the remaining time brainstorming potential principles for Loyola. These were recorded separately in a spreadsheet. Several members volunteered to begin writing first draft of individual principles to include Name, Statement (or Description), Rationale, and Implications. Jim will summarize and send out this list. These first drafts will be discussed at the May 2 meeting, although we may touch base on some at our April 17 meeting.

The agenda for the April 17 (Tuesday) meeting includes:

- Sub-team updates
 - o Internal Communications
 - o External Communications
- Principles (in progress)
- Introduction to Common Requirements

Next Steps / Follow-ups

Briefly describe any identified follow-up Tasks.

#	Task	Owner	Date
1	Distribute brainstorming list of principles (and individuals who will work on first draft)	Jim	04/09
2	Draft minutes to team	Larry/Jim	04/09
3	Internal Communications: Draft a communication program/direction with corresponding methods identified	Matt, Joe, Konstantin, Jose	04/17
4	External Communications: Draft a communication program/direction with corresponding methods identified	Charlotte, Larry, Cheryl	04/17
5	Verify proxy access to GroupWise calendars (read access)	All	04/17
6	Principles: Draft a statement, rationale, and implications for individual principles (as assigned)	Team members	05/02