

| Identification          |   |                        |                         |
|-------------------------|---|------------------------|-------------------------|
| <b>Project Name:</b>    | Architecture Review Board   | <b>Phase:</b>          | Meeting #2              |
| <b>Project ID #:</b>    | ARB   | <b>Date / Time</b>     | 04/17/07 1:00pm-2:30 pm |
| <b>Project Sponsor:</b> | Susan Malisch   | <b>Project Manager</b> | Jim Sibenaller          |
| <b>Topic:</b>           | Communication & Principles  |                        |                         |
| <b>Attendees:</b>       | Charlotte Pullen, Cheryl Heckel, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Jose Martinez, Konstantin Laüfer, Larry Adams, Matt Riolo, Paul Kott, Walt Slazyk |                        |                         |
| <b>Absent:</b>          |   |                        |                         |

**Discussion Points and Decisions**

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

Agenda:

- Minutes Review and Approval
- Update from Sub Teams on Communication
  - Internal
  - External
  - ITS Extended Leadership Mtg - Update
- Update/Status on Principles
- Intro to Common Requirements Document
  - Time permitting
- Next Steps

Meeting Events:

- Meeting began with team building activity in which All ARB members were given a “committed pig” token. (Thank you Jose!)
- Konstantin presented some thoughts on the direction of the ARB
  - Shared some of Gartner Definitions for Business/Technology Architecture
  - Shared views of opportunities in which a well thought out and targeted growth of our technologies as well as business practices can make life better / easier for our stakeholders. Proper planning and stewardship will help to resolve business practices that are missing, broken or disconnected.
    - Presented an example where a stakeholder was communicating via an attachment via e-mail
    - Presented an example where a distinguished presenter was making 2 presentations when technology exists to video-conference at both campuses.
    - Presented where class offerings seemed to present “mixed message” information
  - Shared some best practices regarding Enterprise Architecture Frameworks; displayed the Zachman Framework Model, but mentioned the FEAf, TOGAF and BRG models as well.
  - Finally he voiced some concerns about the linear nature of our plan and the risk exposure under our aggressive timeline
  - The group discussed the concerns brought forth. Jim and Konstantin to review further.
- Internal Communication (communication within ARB)
  - Adam Tarnhoff was identified as a possible resource

- A couple of different mediums were identified (some of which may be used for outside populations as well); they all have specific benefits and drawbacks:
  - An RSS feed can be tied to GroupWise – good for sharing info; not great for versioning or collaborative work.
  - WIKI technology (Confluence is the best and is already being used internally to ITS – we currently have Team Licensing which allows for up to 25 people). An unlimited licensing plan could allow for a knowledge resource for the University community. Great all around, but expensive.
  - Microsoft Groove (new product being rolled out in conjunction with Office 2007). – Allows for a shared workspace, but tied to a specific computer. Can work with SharePoint for shared libraries and resources.
  - Microsoft SharePoint was designed for collaborative efforts – Allows for shared libraries and resources (such as calendars, templates and task lists).
- External Communication (communication outside of ARB)
  - Different mediums can be used for different populations
  - Inside of ITS, communication could be aided by collaborating with groups already meeting on a regular basis (e.g. Extended Leadership Meeting and subdivision groups)
  - Outside of ITS
    - Communication will be later, so there will be time to identify mediums and refine how message will be delivered.
    - The University vision/mission should be considered.
    - “Roadshows” could be an effective way to meet and present communication.
    - CIO Quarterly meetings may present a good forum for communication
    - Loyola World is always an option
    - ITS Pages may present an interesting forum
    - Ideally we would want: Feedback, Buy-in and Participation
  - There are resource concerns
  - Will draft plan of appropriate mediums/forums for specific audiences/populations.
- Due to time constraints the remaining agenda items were deferred to the next meeting

**Next Steps / Follow-ups**

*Briefly describe any identified follow-up Tasks.*

| # | Task   | Owner                       | Date  |
|---|--|-----------------------------|-------|
| 1 | Draft minutes to team  | Jose/Jim                    | 04/24 |
| 2 | Address ARB concerns as identified by Konstantin   | Jim                         | 04/26 |
| 3 | Internal Communications: Final plan/presentation   | Matt, Joe, Konstantin, Jose | 05/02 |
| 4 | External Communications: Final plan/presentation   | Charlotte, Larry, Cheryl    | 05/02 |
| 5 | Principles: Draft a statement, rationale, and implications for individual principles (as assigned) | Team members                | 05/02 |
|   |  |                             |       |
|   |  |                             |       |