

Identification			
Project Name:	Architecture Review Board	Phase:	Regular Meeting
Project ID #:	ARB	Date / Time	05/14/07 10:30 am -12:00 pm
Project Sponsor:	Susan Malisch	Project Manager	Jim Sibenaller
Topic:	Base Principles		
Attendees:	Charlotte Pullen, Cheryl Heckel, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Jose Martinez, Konstantin Laüfer, Larry Adams, Paul Kott, Walt Slazyk		
Absent:	Matt Riolo		

Discussion Points and Decisions

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

Agenda:

- Confluence presentation
- Minutes Review and Approval
- External communications grid - draft
- Base Principles Walk Through
- Common Requirements Vision (time permitting)
- Next Steps

Meeting Events:

- Minutes from the 5/02/07 meeting were approved.
- The group agreed that Confluence would be very useful and a good tool to be used for both internal and external communication. We will start by using the tool for communication internal to the group and develop a plan on how to use the tool for external communication. Jim will work with Walt to increase the number of licenses.
- The external communications team did not complete their task but committed to a 5/29 delivery.
- Principle Walk Through
 - The "Rationale" is really a "Why"; this will allow each Principle to stand on its own and will help make the roll out easier. We should all go over our Principles and make sure that this has been done.
 - Approved Principles 1, 2, 7
 - Changes need to be made to Principles 3, 4, 5,6,9 (see Principle folder for detail of changes)
 - Principle 8 will be folded into 22
 - **The group agreed that all Principles would be complete for the 5/29 meeting and we will focus on completing and approving all Base Principles.**
- Jim will schedule summer meetings for every two weeks. Please understand that with vacations and PeopleSoft upgrade it will be difficult to schedule meetings that work for everyone.



Next Steps / Follow-ups

Briefly describe any identified follow-up Tasks.

#	Task	Owner	Date
1	Draft minutes to the team	Charlotte/Jim	05/21
2	Read Gartner "Building a 'Fast-Path' Common Requirements Vision" article, template, and samples (\\sharedls\data\it\SHARED\ArchReviewBoard\Common Requirements Document) Be prepared to discuss on 5/29.	Team members	05/29
3	Draft external communications grid	External Comm Team	05/29
4	Finalize Remaining Base Principles	Team members	05/29
5	Acquire Confluence licensing	Jim	05/29
6	Schedule Summer Meetings	Jim	05/29