

| Identification          |  |                        |                           |
|-------------------------|--|------------------------|---------------------------|
| <b>Project Name:</b>    | Architecture Review Board  | <b>Phase:</b>          | Regular Meeting           |
| <b>Project ID #:</b>    | ARB  | <b>Date / Time</b>     | 05/29/07 1:00 pm -2:30 pm |
| <b>Project Sponsor:</b> | Susan Malisch  | <b>Project Manager</b> | Jim Sibenaller            |
| <b>Topic:</b>           | Base Principles  |                        |                           |
| <b>Attendees:</b>       | Charlotte Pullen, Cheryl Heckel, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Jose Martinez, Larry Adams, Matt Riolo, Paul Kott, Walt Slazyk |                        |                           |
| <b>Absent:</b>          | Konstantin Laüfer  |                        |                           |

### Discussion Points and Decisions

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

#### Agenda:

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

#### Meeting Events:

Previous minutes approved. Jim will create a schedule of "minute takers" going forward.

Invitation to SLU – At the AJCU IT conference, Jim was invited to come down to SLU to examine their Architecture process. The invitation was extended to anyone on ARB who is interested. Contact Jim if interested.

#### External Communications

- File in ArchReviewBoard\External Communications and Awareness\Communication Grid.xls.
- Mixture of active and passive communication styles.
- Split Public? Decision to leave Public as one entity, split into smaller groups (fac / staff / student) as needed.
- Audience (Green), Deliverable (Blue), and Distribution Method (Yellow) combine to determine appropriate Communication Strategy (Orange)
- Added Owner and Success Measurement to Communication Strategy

#### Principles

- #3 – Data is Shared – Rationale section needs to be bulleted
- #4 – Manage Technical Diversity – Approved
- #5 – Build for Reuse – Changes in progress, Matt owner
- #6 – Design for Adaptability, Flexibility, and Agility – Changes in progress, Matt owner
  - Discussion around combining 5 & 6 – decision was to leave them separate
- #8 – Common Network Environment – Merged with #4, individual principle not needed
- #9 – Data is Accessible – Changes in progress, Charlotte owner

- o Discussion around 24x7 availability = any time? A qualifier will be added to clarify what “any time” means
- o How do we define data? A glossary will be created once all principles are done, targeting the “average user”
- o Should we reference other linked principles in a principle? Decision was “no”
- o A separate compliance standard or best practice statement is needed. This will be addressed at a later time
- #12 – Total Cost of Ownership – Changes in progress, Jim owner

Jim will send out session info from the upcoming Gartner conference.

**Next Steps / Follow-ups**

*Briefly describe any identified follow-up Tasks.*

| # | Task  | Owner                       | Date  |
|---|---|-----------------------------|-------|
| 1 | Draft minutes to the team   | Joe/Jim                     | 06/01 |
| 2 | Read Gartner “Building a 'Fast-Path' Common Requirements Vision” article, template, and samples ( <a href="\\shareds\data\it\SHARED\ArchReviewBoard\Common Requirements Document">\\shareds\data\it\SHARED\ArchReviewBoard\Common Requirements Document</a> ) Be prepared to discuss on 5/29. | Team members                | 05/29 |
| 3 | Finalize Remaining Base Principles (see above)  | Team members                | 05/29 |
| 4 | Determine how to identify key business users for external communications & finalize Communication Grid  | External Communication Team | 06/12 |
| 5 | Send out session info from Gartner conference   | Jim                         | 06/01 |
| 6 | SLU Road Trip – Contact Jim if Interested   | Team members                | 06/12 |
| 7 | Create a schedule of “minute takers”  | Jim                         | 06/12 |