

Identification			
Project Name:	Architecture Review Board	Phase:	Regular Meeting
Project ID #:	ARB	Date / Time	07/17/07 12:00 pm -1:00 pm
Project Sponsor:	Susan Malisch	Project Manager	Jim Sibenaller
Topic:	Base Principles - CRV		
Attendees:	Charlotte Pullen, Dave Wieczorek, Jim Sibenaller, Joe Bazeley, Larry Adams, Matt Riolo, Paul Kott		
Absent:	Konstantin Laüfer, Walt Slazyk, Cheryl Heckel, Jose Martinez		

Discussion Points and Decisions

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

Agenda:

- Enterprise Application Document
- Minutes Review and Approval
- Base Principles Walk Through – Finish
- Confluence structure discussion
- External communications
- ECM Survey
- CRV (Time Permitting)
- Next Steps

Meeting Events:

Previous minutes approved.

Enterprise Application Diagram reviewed and changes suggested to Sandra Harrison (Guest for this portion of the meeting). These included IDM3, RAMS (3 applications), Marketplace, HEAT interface, and Net Reg. Student e-Mail is gone and ResNet is presumed to be leaving. Sandra will use our input to modify the diagram.

Base Principles reviewed:

- #11 – Integration_Wherever It Makes Sense was combined with #10 – Integration_Data Update Across Multiple Sources at our last meeting.
- #15 – Defined Authoritative Source – Single Source of Truth was approved as edited.
- #18 – Centralized Governance for IT Acquisitions (combined with #17) – approved as is.
- All principles are now reviewed and approved by the ARB.

Base Principles – next steps:

- Formatting and renumbering – Jim
- Create a glossary – Team members
- Pilot with one or more current projects – e.g. - Heat, Bradford, Wellness Center – Jim, Dave, Charlotte
- Contact Gartner for review - Jim

Confluence

- Structure reflects directory structure of ArchReviewBoard. Please review. Link is: <https://eros.is-svr.luc.edu:8443/login.action>
- Walt has a 3 minute video link on the use of a WIKI – Larry to distribute

External Communications - Need volunteer(s) to assist Matt in all ITS communication.

ECM Survey – Did not discuss; may become “homework”

Next meetings:

Thursday, 7/26 – 10:30 – noon

Monday, 8/13 – 1:00 – 2:30

Friday, 8/24 – 10:30 – noon (will be rescheduled; possibly after first 3 days of school)

Next Steps / Follow-ups

Briefly describe any identified follow-up Tasks.

#	Task	Owner	Date
1	Draft minutes to the team	Larry/Jim	07/20
2	Read Gartner “Building a 'Fast-Path' Common Requirements Vision” article, template, and samples. Be prepared to discuss on 7/26.	Team members	07/26
3	Formatting of base principles & create glossary list	Jim	08/03
4	Choose 2-5 glossary terms and draft a definition, Jim to assign	Team members	08/13
5	First steps on base principles pilot project	Jim, Dave, Charlotte	07/26-Status 08/13-Plan
6	Send Walt’s link to WIKI video	Larry	07/20
7	External communication – All ITS and ITS ELT – Create a sub-team	Team members	07/26
8	Continue confluence setup	Jim	Ongoing