

Identification			
<b>Project Name:</b>	Architecture Review Board	<b>Phase:</b>	Regular Meeting
<b>Project ID #:</b>	ARB	<b>Date / Time</b>	10/08/07 10:30 am -12:00 pm
<b>Project Sponsor:</b>	Susan Malisch	<b>Project Manager</b>	Jim Sibenaller
<b>Topic:</b>	Regular Team Meeting		
<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>	Jose Martinez, Larry Adams		

### Discussion Points and Decisions

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

### Published Agenda:

Minutes

- Motion to approve?
- Outstanding Task Review
- Walt - Minute Taker (Konstantin on deck)

Base Principles Review

- Pilot/Process (Jim, Dave, Charlotte)

Glossary Discussion

Communication Review

- ITS ELT (10/31)
- ITS All Staff (incl. email)

CRV Approach

- Process for completion, business involvement

Next Steps

Review Meeting Schedule

### Meeting Discussion:

**Review of minutes from previous meeting of 9/25/07 were approved by acclamation.**

#### Base Principles Reviewed.

Jim Sibenaller and his intern worked on the base principles. They were re-arranged in a more logical progression and re-written in the third person. The word 'university' was used instead of 'business enterprise'. Jim added the list of base principles to the ARB wiki page. A format was developed for publishing the principles via MS-Word.

The re-writes were approved by the committee. Next the principles are to be presented to the Directors, the CIO and the IT Steering Committee for approval.

#### Pilot Project Discussion.

There was a discussion about the goals and objective of a pilot project in relation to the base principles and what the ARB would learn. It was decided that applying the principles to a project ex-post facto would allow the committee to evaluate how usable the principles would be in the actual process of implementing a project.

The previously formed workgroup of Jim, Charlotte, and Dave will meet to prepare a questionnaire for Jim Roberts, the project leader of the Wellness Center software upgrade.

**Glossary Discussion.**

Jim Sibenaller presented the terms in the glossary. The committee discarded some terms and assigned terms that still needed clarification were assigned to committee members for further definition.

**Communication Review.**

Internal communication methods were deemed to be adequate at this time.

It was decided that it would be advantageous to present an update of the committee's work to the ITS Extended Leadership. Using the previous presentation as a starting point, Dave, Charlotte and Joe will be presenting this update at the next ELT meeting.

Discussed also was the possibility of giving an update to the entire ITS staff at the next All-Staff Meeting. The committee felt that this would probably be much the same information as would be presented to the Extended Leadership Team but with a slant towards the interests of the general staff and not just the managers.

Jim Sibenaller said he has some thoughts and ideas about the presentations and will give those to the presenters via e-mail/wiki.

<b>Next Steps / Follow-ups</b>			
<i>Briefly describe any identified follow-up Tasks.</i>			
#	Task	Owner	Date
1	Draft minutes to the team	Walt	10/22
2	Glossary List	Various members	10/22
3	Review info on the WIKI and prepare for 10/22 meeting	Team	10/22
4	Develop questionnaire on base principles pilot project	Jim, Dave, Charlotte	10/22
5	CRV Prep - Draft to the team, Faculty/Staff representation	Jim	10/22
6	Continue confluence setup and elimination of file server folder	Jim, Walt	Ongoing