

Identification			
Project Name:	Architecture Review Board	Phase:	Regular Meeting
Project ID #:	ARB	Date / Time	12/17/07 10:30 am-11:15 am
Project Sponsor:	Susan Malisch	Project Manager	Jim Sibenaller
Topic:	Regular Team Meeting		
Attendees:	Cheryl Heckel, Charlotte Pullen, Jim Sibenaller, Joe Bazeley, Konstantin Laüfer, Larry Adams, Matt Riolo, Walt Slazyk		
Absent:	Dave Wieczorek, Jose Martinez, Paul Kott		

Discussion Points and Decisions

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

Published Agenda:

- Misc housekeeping (wiki, shared folder, glossary item review, ...)
- Update on EA Principle Evaluations
- Update on EA Principle Review with Gartner
- Update on CRV progress
- Update on EA Inventory
- Discussion of next steps, meeting schedule, etc.

Meeting Discussion:

Misc housekeeping

- We will continue use electronic documents wherever possible, minimizing paper use in support of Loyola's "green" initiatives.
- We will be switching to using the wiki for all documents and collaboration instead of the shared directory. The shared directory has been removed.
- All ARB members should review the glossary terms in the wiki. Updated items are "business intelligence tools", "data model" and "data element". There are 20 glossary items in total.
- ARB meetings will be switching to a monthly or 6 week frequency going forward. Dependant on work completed the meeting frequency may be modified. Konstantin to communicate his teaching schedule in order for meeting planning to commence.

EA Principle Evaluations

- Three additional projects are currently using the evaluation matrix, Pod Casting Services, Video Streaming Services and Blogging / Wiki Services.
- We will need a formal process to rollout the evaluation matrix to the entire department.

EA Principle Review with Gartner

- The Gartner review was favorable – possibility of being a case study once the process is more mature.
- Take-aways/Observations
 - More detail/"why" needed in the charter.
 - CRV should support the principle rationale statements and tie directly.
 - Principles should be more specific.

- Goal is unambiguous principles, which implies some level of governance.
- Evaluation matrix is good, should be used for all projects.
- Overall we need to do the following:
 1. Re-work the charter.
 2. Create the CRV.
 3. Re-work the principles.
- The conversation was recorded. Jim will make it available to the rest of the ARB.

CRV progress

- Minimal progress made since last meeting due to capacity issues Jim is having.
- Jim will post CRV to the wiki as it is developed.

EA Inventory

- A simple template to use for our EA inventory is being researched.

Next Steps

- Jim will discuss the ARB strategy, priority and future deliverables with the CIO to set expectations for 2008.

Next Steps / Follow-ups

Briefly describe any identified follow-up Tasks.

#	Task	Owner	Date
1	Draft minutes to the team	Joe	12/21
2	Post Gartner conversation on the wiki	Jim	12/21
3	Final glossary review	All ARB members	1/28
4	Provide revised charter options	Jim	1/28
5	Discuss ARB direction with the CIO	Jim	1/28
6	Setup new monthly meeting schedule	Jim	1/28
7	Research EA inventory Template	Jim	TBD
8	Develop CRV	Jim	TBD
9	Modify principles to tie to CRV	Jim	TBD