


Project Name:	Help Center Improvement	Meeting Minutes	
Meeting Date/Time:	4/12/05, 1:00-3:00PM		
Meeting Location:	CS514		
Project Manager:	Don Lee (acting)		
Scribe:	Don Lee		

OBJECTIVES

1. Team introductions
2. Work toward project setup and kickoff

AGENDA

1. Project Plan overview and familiarization
2. Core Team, Executive Sponsor announcements
3. Status of project setup
4. Finalize Communications List
5. Deliverables Repository and Team Email List setup
6. Issues Log
7. Begin detail walk through
8. Wrap up

INVITEES/ATTENDEES

Ken Graves	Attended
Keith Campbell	Attended
Tim Jones	Attended
John Bandy	Attended
June Moss	Attended
Joe Amador	Excused
Don Lee	Attended

STATUS REPORTS

1. FLast –
- ..
- ..
- ..

DECISIONS MADE

1. Team meetings will occur weekly from 10-11AM beginning 4/21.
2. Team email list to be setup.

3.				
4.				
ACTION ITEMS				
#	<u>Open Date</u>	<u>Description</u>	<u>Assigned to</u>	<u>Target Date</u>
1.	4/12/05	Setup Team meeting schedule in Groupwise.	Tim	
2.	4/12/05	Setup Deliverables Repository.	Keith	
3.	4/12/05	Setup Team email list.	Keith	
4.	4/12/05	Obtain clarification on approved Help Center headcount.	Don	
5.				
6.				

NEXT MEETING	
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