


<b>Project Name:</b>	Help Center Improvement	<b>Meeting Minutes</b>	
<b>Meeting Date/Time:</b>	4/13/05, 1:00-3:00PM		
<b>Meeting Location:</b>	CS514		
<b>Project Manager:</b>	Don Lee (acting)		
<b>Scribe:</b>	Don Lee		

**OBJECTIVES**

1. Review minutes from yesterday.
2. Add detail to the plan

**AGENDA**

1. Review minutes
2. Add detail to the plan
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**INVITEES/ATTENDEES**

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

**STATUS REPORTS**

1. FLast –  
- ..  
- ..  
- ..

**DECISIONS MADE**

- 1.
- 2.

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	4/14/05
2.	4/12/05	Setup Deliverables Repository.	Keith	4/15/05
3.	4/12/05	Setup Team email list.	Keith	4/15/05
4.	4/12/05	Obtain clarification on approved Help Center headcount.	Don	4/13/05
5.				
6.				

NEXT MEETING	
<b>Date/Time:</b>	4/14/05 1:00-3:00 PM
<b>Location:</b>	CS514