


Project Name:	Help Center Improvement	Meeting Minutes	
Meeting Date/Time:	4/14/05, 1:00-3:00PM		
Meeting Location:	CS514		
Project Manager:	Don Lee (acting)		
Scribe:	Don Lee		

OBJECTIVES

1. Develop Risk Analysis.
2. Finish detail review of plan.

AGENDA

1. Review minutes
2. Develop Risk Analysis.
3. Finalized detail plan.
- 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. Plan is ready to start execution.
- 2.

3.				
4.				
ACTION ITEMS				
#	<u>Open Date</u>	<u>Description</u>	<u>Assigned to</u>	<u>Target Date</u>
1.				
2.				
3.				
4.				
5.				
6.				

NEXT MEETING	
Date/Time:	4/21/05 10:00-11:00 PM
Location:	CS514