


<b>Project Name:</b>	Help Center Improvement	<b>Meeting Minutes</b>	
<b>Meeting Date/Time:</b>	4/21/05, 10:00-11:00PM		
<b>Meeting Location:</b>	CB1103		
<b>Project Manager:</b>	Don Lee (acting)		
<b>Scribe:</b>	Don Lee		

### OBJECTIVES

1. Project review.
- 2.

### AGENDA

1. Review minutes from last meeting
2. Update project plan
3. Update/add/change Issues
4. Update/add/change Risks
5. Scope Document update
6. New business
7. Adjourn
- 8.

### INVITEES/ATTENDEES

Ken Graves	Attended
Keith Campbell	Attended
Tim Jones	Absent
John Bandy	Attended
June Moss	Attended
Joe Amador	Attended
Mary Jane Casto	Attended
Don Lee	Attended

## STATUS REPORTS

- Minutes of last meeting reviewed and accepted.
- Project plan was updated. Core Team members recognized the need to pay closer attention to their assigned tasks. MJ requested that a mid-project checkpoint task be added to bring Don back for two days. It was inserted in the middle of the OLA development cycle.
- It was reiterated that the Core Team members do have delegation powers within their respective organizations, but that they are responsible for the tasks getting done.
- One new issue has been added to the Issues list. MJ Casto and Bill Paraska were assigned to follow up.
- The Risk Analysis was reviewed—no changes needed at this time.
- Don reminded the team of the revised Scope document published today.
- John will continue to ensure that project materials are posted to the repository until the permanent project manager is on board.
- Tasks with associated costs were updated to capture the expected costs of the project.
- MJ requested that June Moss assume the interim project manager role. June accepted. Don will do the handoff to June on Friday, 4/22.
- The project stands at 6% complete and is on schedule at this point; however, two tasks are at risk of falling behind:
  - o 1.3.7.2 assigned to Ken.
  - o 1.9.17 assigned to June.
- The meeting adjourned on time.

## DECISIONS MADE

1. June Moss will be the acting project manager until the new hire replacement is on board, possibly the week of 5/2/05.

2.

3.

## 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:** 4/28/05 10:00-11:00 PM

**Location:** CS514