

Meeting Agenda

Who: Finance Web Committee
Dennis Carlson Kevin Marsh
Jeff Crandall Mailor Moua
Greg Ewig Mike Nordby
Nancy Lamden Bill O'Brien
Nancy Lee Tak Wong

Where: Conference Room 3338

When: Friday January 11, 2008
8:30 a.m. – 10:00 a.m.

In addition to general discussion we have some agenda items to focus on as follows:

1. Introduce training materials area development, including the potential for relocating the CFFO Orientation materials, development of accounting business process training materials and development of version 2 of the Facilities eManual.
2. Web site change control/moving forward process
 - a. Change process discussion (Kevin)
 - i. Adding new functionality (content and placement)
 - ii. Timing (usual or expedited)
 - iii. Communication (Web team and your manager)
 - b. Review and finalize change control documentation (Bill & Nancy)