



**Minutes
Gateway Steering Committee
July 9, 2003**

Attendees: Bruce Vieweg, Ellen Harshman, Jeff Kapp, Paul Jackson, Michael Burks, Lee McDurmont, Chris Waldvogel, Bob Webster, Mark Schmotzer, Bobbi Kysar, Steve Miller, Austin Winkleman, Julie Weissman, Phil Lyons, Ned Harris, Chris Cannon, Elizabeth Winchester

Absent: Asai Asaithambe, Hal Deuser, Steve Dina, John Goerke, Robert Heaney, Greg Muck, Linda Noyes, Paul Schnable, Bob Woodruff

Topic	Discussion	Action
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • 	
Introduction of Chris Cannon	<ul style="list-style-type: none"> • Chris Cannon – Was introduced to the committee. He is Cheryl Alt replacement. 	
Review minutes from meeting of June 25, 2003	<ul style="list-style-type: none"> • Ellen Harshman – Introduced schedule for minutes and agenda. Minutes will be disseminated to committee members three days after meeting, and agendas will be e-mailed three days before next meeting. 	
Project Definition Document – Sign-off	<ul style="list-style-type: none"> • Jeff Kapp– Informed committee that there were six or seven signatures needed for the Project Definition sign-off sheet. 	Jeff will contact persons to inquire of any issues from person who have not signed, if so he will bring issues back to committee.
Data Standards	<ul style="list-style-type: none"> • Jeff Kapp – Informed committee that Tracy merged Data Standard, and e-mailed to Bobbi Kysar and Ned Harris. • Jeff Kapp – Committed having Data Standard Documentation E-mailed to the Committee Members by July 10, 2003 to be disseminated to teams for review and comments. Please forward all comments to Jeff Kapp or Tracy Watkins. • Data Standard Documentation will be brought before committee by mid August 	
Communication Plan	<ul style="list-style-type: none"> • Chris Waldvogel - Stated that there were several additions added to the Communication Plan. Greater detail given for system education, design, implantation, update for each team and preview of go-live dates. An introduction notice was added 	

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	<p>referring to gateway's website. There will be minor updates to Luminis and Calendar.</p> <ul style="list-style-type: none"> • A particular system or section will be highlighted each month. Updates from the Human Resources, Finance, Financial Aid, etc., will be posted on the web. Teams will be prompted to give update information. There will be two messages regarding user training planned for late Fall 2003 for employees and late Fall 2004 for students. • Jeff Kapp – Will schedule Facts & Question sessions. This will give SLU community exposure to project. Gateway experts will be available to answer questions and test data will be provided. Sessions will be scheduled throughout the campus to catch a different audience. • Ellen Harshman – Encouraged the committee to look over the Communication Plan once more, and then get back to Bob Woodruff. 	<p>Review Communication Plan, and present to Committee and questions or concerns.</p>
<p>Tracking Issues – Austin Winkleman</p>	<ul style="list-style-type: none"> • Jeff Kapp – Stated that the Executive Committee wanted the Steering Committee to discuss the proposed Tracking Issues Document and give approval. • Austin Winkleman – Stated that the format has not changed from original document that was distributed June 25, 2003. The system is a general process for tracking issues. The proposal lays out what is an issue and how to track it. • Jeff Kapp – Stated that this would be a very simple front-end reporting page on the project web page. You will be able to review issues and the areas that they are in. • Bobbie Kysar – Questioned if all teams will have access? Response: Jeff Kapp stated that team leads and members would have access. No restrictions are planned at this point. • Question: How much information will be listed about issue. Response: Viewer will be able to view the issue, who it was assigned to, what category it is in and how it will affect any other aspect of the project, if any. • Question: Who will be assigned to log issues? Response: When team leads meet, they will go over issues. • Bruce Vieweg – Questioned who would be tracking issues at a higher level? Response: One of the benefits of the track process will allow you to see overall. There is no design to do complex analysis. Jeff Kapp suggested that tracking issues became a regular discussion for committee. 	<p>Committee approved Tracking Issues proposal.</p>
<p>Luminis Login</p>	<ul style="list-style-type: none"> • Michael Burks – Informed committee that there was an issue as to how people would get into Luminis. Questions arose as to what should be the user's login name and password. This was brought before the Executive Committee on July 2, 2003. The committee agreed that the user would use their e-mail account name as user name and their WebPro/WebStar pin for their password. The exception would be perspective students, new hires and alumni who no longer had e-mail accounts. This issue will be addressed at a later date. Once a person logs in, they will be prompted to change the password. This will not change pins for WebPro or WebStar. 	<p>Committee approved login proposal presented by Michael Burks.</p>

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Status Updates	<ul style="list-style-type: none"> • Overall project – Ellen Harshman, Bruce Vieweg: Bruce has reviewed e-mails will and will respond to them. • Finance – Mark Schmotzer: completed first draft chart of accounts, submitted to SCT. Formal training will be held in September. • Human Resources – Bobbi Kysar, Linda Noyes: Will meet next Thursday, July 17, 2003 to go over BPA and project timeline. • Luminis – Michael Burks: Minor problem with Plus system - Some information may not be where Luminis thinks it is. A file of Plus that was not populated caused faculty people to show up as staff. Currently in the process of resolving problem. Will launch a basic version by end August 2003. • Student – Ned Harris: - Received Data Standards and sent out to his team. Will discuss it with them next week. Reviewing data conversion schedule. He has not seen BPA and will ask Kathy Singer again to provide it. • Project Plans – Bruce Vieweg - Deadline was June 30, 2003. The project plan needs to incorporate the conversion timeline. At the next meeting group will look at detail. It is not detail, detail, detail it is just detail, detail. • 	
General discussions and/or questions from members	<ul style="list-style-type: none"> • 	
Items to refer to Executive Committee	<ul style="list-style-type: none"> • 	
Adjournment	<ul style="list-style-type: none"> • 	