

QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a of meeting held on Wednesday 10th October 2007 at 11am in the Robert Tong Room, Queens' Building, Mile End

Minute	Action	By Whom	By When
2007.17.1	Arrange date for Enquiries Module Implementation Group	SM	ASAP
2007.20	Agree Year 1 and long-term implementation plans with Tribal	SM	ASAP
2007.20	Communicate Year 1 and long-term implementation plans to all staff in College	SM	Once agreed by Tribal
2007.22	Rescheduled date, time and location for next meeting	ALL	31-10-07 (1pm, E100, Queens Building, Mile End)

Minutes of meeting held on Wednesday 10th October 2007 at 11am in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Brian China, John Holman, Stefan Milik, Alastair Owens, Mangal Patel, John Patterson, Edmund Robinson, Julia Shelton, Morag Shiach, Liz Smith, Leigh Ward

1. Apologies for absence

2007.12 RECEIVED: apologies from Sam Brenton.

2. Minutes of the meeting held on 26 September 2007

2007.13 APPROVED: as an accurate record of the meeting.

3. Matters Arising from the Minutes

2007.14 NOTED: that there were no matters arising from the minutes.

4. Project Manager's Report

2007.15 NOTED: that two academic model meetings had been held to discuss the proposed structure of the database tables.

2007.16 NOTED: that discussions were taking place within the Project Team regarding proposed coding structures for consultation.

2007.17 NOTED: that it had been difficult to arrange a date for the first meeting of the Enquiries module group.

2007.17.1 AGREED: that this needed to be addressed urgently, to avoid any further delays to the implementation of the module.

ACTION: SM

5. SIS Implementation Plan

2007.18 NOTED: that there were several critical that would affect the SIS implementation plan.

2007.18.1 NOTED: that these issues included the long timescales involved with the project and the risk that these might distort colleagues perceptions of the urgency of any work related to SIS implementation; the need to ensure individual and institutional 'buy-in' to the project; a real and continuing need to stress the critical nature of the project; the need to ensure clear and informative communications; and the need to identify 'champions' within each area of the College.

2007.19 RECEIVED: draft proposals for ensuring adherence to the implementation plan and detailed Year 1 implementation plan.

2007.20 AGREED: that both the Year 1 and longer-term plans would be agreed with Tribal rep and that these would then be made communicated to all staff within the College.

ACTION: SM

2007.21 DISCUSSED: issues relating to the definition of 'implementation', including whether this meant that each part of the SIS *had been implemented in all areas* of the College or whether it meant that each part of the SIS was *available to be implemented* across the College.

6. Date of Next Meeting

2007.22 NOTED: as Wednesday 24th October 2007 at 11am in Robert Tong room, Queens' Building, Mile End.

Post-meeting note: This meeting has been rescheduled to Wednesday 31st October at 1pm in Room E100, Queens' Building, Mile End

ACTION: ALL

7. Items of Other Business

2007.23 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 12noon.