

**Action points from a meeting held on Thursday 27th March 2008 at 9am in the Robert Tong Room, Queens' Building, Mile End**

<b>Minute</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
2007.82.2	Standard approach to be adopted for all considering all interfaces	SM	Ongoing
2007.82.3	Systematically address business intelligence across all of the College's business systems		Ongoing
2007.83.1	Set up Finance Working Group	SM	ASAP
2007.85.1	Discuss need for temporary interface between SRS and Accommodation with Director of Student Services	SM	ASAP
2007.86.4	SMD to speak to School of Engineering & Materials Science and School of Biological & Chemical Sciences to discuss assessment systems in use	DJ/JP	ASAP
2007.88	IT Projects Board to be added to list of key groups and committees in SIS Communications Plan	SM	ASAP
2007.90	Project Risk Register to be considered at next meeting	SM (LW for agenda)	21-04-08
2007.91	Date of next meeting	ALL	24-04-08
2007.92	Dates of remaining meetings for 2008	ALL	Ongoing

**Minutes of a meeting held on Thursday 27th March 2008 at 9am in the Robert Tong Room, Queens' Building, Mile End**

**Present:** Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Mangal Patel, Professor Edmund Robinson, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward.

**1. Apologies for absence:**

2007.77 RECEIVED: apologies from Sam Brenton, Dr Alastair Owens, and Professor Edmund Robinson.

**2. Minutes of the meeting held on 23rd January 2008**

2007.78 APPROVED: the minutes as an accurate record of the meeting's proceedings.

**3. Matters Arising from the Minutes**

2007.79 NOTED: that there were no matters arising from the minutes.

**4. Project Manager's Report**

2007.80 RECEIVED: report from Project Manager.

2007.81 Enquiries Module

2007.81.1 NOTED: that the SITS Enquiries module would be live on 28th April 2008.

2007.81.1.1 NOTED: that Hobsons Enquiries would be live before this date.

2007.81.1.2 NOTED: that a handbook was currently being written.

2007.81.1.3 NOTED: that managers had been trained on the Enquiries module.

2007.81.1.4 NOTED: that the Enquiries module would only be live from the College's main website and would not, at the moment, link in to Departmental websites.

2007.82 S+ and SIS Interfaces

2007.82.1 NOTED: that a working group would be looking at the exam timetabling interfaces in S+ and SIS.

2007.82.2 AGREED: that a standard approach was needed for considering all interfaces between SITS, including S+, Agresso and Business Objects.

**ACTION: SM**

2007.82.3 AGREED: that business intelligence across all of the College's business systems would need to be systematically addressed.

2007.82.4 NOTED: that this would be a bigger project than just the SIS Project Board.

- 2007.82.5 NOTED: that a decision on exam timetabling would be made by the working group (with recommendation reported to Project Board) if a unanimous view could be reached; decision to be made by Project Board if selection would impact on other aspects of the SIS project; and by IT Projects Board if selection would impact on other College projects.
- 2007.83 Finance Group
- 2007.83.1 NOTED: that the Finance Working Group (to consider interface with Agresso and student finance etc.) would be set up as soon as possible.  
**ACTION: SM**
- 2007.84 SRS and SITS
- 2007.84.1 NOTED: that reverse migration will be used between SITS and SRS once the Admissions module in SITS goes live.
- 2007.84.2 NOTED: that this process should be relatively straightforward.
- 2007.85 Accommodation
- 2007.85.1 AGREED: that need for temporary interface between SRS and Accommodation would be checked with Director of Student Services.  
**ACTION: SM**
- 2007.86 SMD and Assessment Data
- 2007.86.1 NOTED: that the Project Manager had been approached by the SMD with regards interim systems for enabling better processing and recording of assessment data in SMD.
- 2007.86.2 AGREED: that any system adopted by SMD would need to be compatible with SITS.
- 2007.86.3 AGREED: that this was not the role of the Project Manager to be offering advice on third party systems/applications and was not an issue for the SITS project.
- 2007.86.4 AGREED: that SMD to speak to SEMS and SBCS to discuss systems already in place.  
**ACTION: DJ/JP**
- 2007.86.5 NOTED: that if SMD Board members were in regular attendance at SIS Project Board meetings this would not be an issue.
- 5. Communications Plan**
- 2007.87 RECEIVED: draft version of SIS Communications Plan.
- 2007.88 NOTED: that IT Projects Board needed to be added to the list of key groups and committees.  
**ACTION: SM**
- 2007.89 APPROVED: the communication plan for the project.

**6. Project Risk Register**

2007.90      AGREED:      that this would be considered in detail at the next meeting.  
**ACTION: SM**  
**ACTION: LW for agenda**

**7. Date of Next Meeting**

2007.91      NOTED:      date of next meeting as Thursday 24th April 2008 at 11am in  
the Room 6.02, Physics Building, Mile End.  
**ACTION: ALL**

**8. Dates of remaining meetings for 2008**

2007.92      NOTED:      dates of remaining meetings for 2008 as follows:  
  
22nd May, 11am, Physics 602  
26 June, 11am, Physics 602  
24 July, 11am, Physics 602  
11 September, 11am, Robert Tong Room  
16 October, 11am, Robert Tong Room  
13 November, 1pm, Robert Tong Room  
11 December, 1pm, Physics 6.02  
**ACTION: ALL**

**9. Items of Other Business**

2007.93      NOTED:      that there were no other items of business.

There being no other business, the meeting closed at 9.50am