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**Applications Technical Team**  
**Wednesday, May 30, 2007**  
**10:30 am – Noon, CSS 101FF**

**Meeting Minutes**

**Present:** Erin Adkins, Terri Aldrich, Michael Cline, Jim Cook (partial), Vicky Deur, Melissa Dohnal, Sam Fattore, Kathy Fisher, Jerome Forbes, Bruce Gilchrist, Kim Graboskey, Denise Grinnell, Pam Harvey (partial), Lori Henderson, Mary Holmes (partial), Bobbie Landreth, Kim LaTendresse, Paul Peoples, Kris Rasmussen, Dave Steffens, Steven Stellard, Rob Wagner, Bruce Werner

**Absent:** Susan Cherry, Kris Rasmussen

**1. Introduction of new staff – Denise**

- Mary Holmes -- E-Learning Administrator (FerrisConnect and WebCT)
- Jerome Forbes -- Applications Database Analyst (report writer replacing Dorian)

**2. Change Management database initiation -- Denise**

Denise demonstrated a sample entry in the Change Management database and handed out Visio charts to explain how the process should function. This database should be used from this point forward for any applications' upgrade, patch, addition, or modification. Recommendations for use and changes to the database are:

- Denise will send out instructions to the group on how to access the database.
- Denise will check that all programmers have access to this database.
- Denise will check that all programmers have access to and receive notifications from the Technical Services' Change Management database.
- Split out the "System" table between "Module" and "Sub-System"
- Include additional applications in the "System" list"; System = applications (ie, Banner, Luminus, AppWorx, Apex, etc.)
- Add table entries to the "Module" field as appropriate
- Add a "Sub-Module" field and table to further delineate components (ie, Position Control, Finance, Payroll, etc.)
- Add Technical Team Leads and Test Groups for non-Banner systems
- Check on the need for the required field for "Associated Web Page"
- Check on the need for the required field for "Link Text"
- Spell out "WTA" = Web Tailor Administrator
- Add the instructions (Visio charts) to the About page of this database

**3. Administrative Roles vs. Data Security -- Lori**

Lori reminded administrators in the room that they should not be assigning any security rights to users. Security access must be documented, appropriately approved, entered in by the Security Office, and documentation stored for audit review.

**4. Working Project Calendar from FACT -- Denise**

The group reviewed the project calendar begun by the FACT. The following changes and recommendations were given:

- Change the "Xtender Training and Implementation" department from Purchasing to Admissions.
- Clearly identify the "Work Month" as the **Begin** or **Test Month**.
- The "Target Month" is intended to be the **In Production** month.
- Can add Xtender for Financial Aid to begin in October.
- Change AppWorx Upgrade version to 6.1.4.1
- This team should begin drawing up a plan in August for the various Banner upgrades this fall.
- Need to include in the upgrade plans how to test integration of applications.