Applications Technical Team
Friday, April 13, 2007
2:00 – 3:30 pm, WES 206

Meeting Minutes

Present: Erin Adkins, Terri Aldrich, Jim Cook, Vicky Deur, Michael Cline, Sam Fattore, Bruce Gilchrist, Denise Grinnell, Pam Harvey, Lori Henderson, Bobbie Landreth, Kim LaTendresse, Paul Peoples, Kris Rasmussen, Dave Steffens, Steven Stellard, Rob Wagner

Absent: Susan Cherry, Melissa Dohnal, Kathy Fisher, Kim Graboskey

1. **BugMI Conference on May 11th in Holland**
    Denise encouraged everyone to attend – despite a lack of information on specific sessions. The local contact connections are worth the low cost, low time commitment.
    ASSIGNMENT: Denise will ask Jennifer Thede to reserve a (small sized) van and send in reservations for the IS&T staff who will be going.
    ASSIGNMENT: Please let Denise know if you will be attending and would like to car/van pool.

2. **Review of Banner files deletion process**
    Some users and programmers are not yet ready for files to be deleted. Dave has archived files (moved files to a separate folder) for January 1st and previous. This should increase the speed at which this table loads for programmers.
    ASSIGNMENT: Denise will send a notice to FACT regarding the recommendation to permanently delete files that are 60 days or older.
    ASSIGNMENT: This team's members should check their files and store ones they need to keep as well as check with any users who may have concerns. Update this group at a future meeting.

3. **WebFOCUS SSL certificate change**
    Vicky handed out instructions to access WebFOCUS Developer's Studio Monday morning after the SSL modification has been made.

4. **Change Management process for Software Applications**
    A reminder of the impending new process was given and some small discussion took place. There are two flow charts which explain the process.

5. **SQL by users**
    Some discussion took place regarding users writing SQL; is any decision was made, it will need to be revisited.

6. **"Best Kept Secrets" – Lessons from Summit**
    Two simultaneous sessions took place where members of the team talked about lessons they learned at Summit.