

## Banner Live!

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**Applications Technical Meeting Notes**  
**Tuesday, March 13, 2007**  
**1:15 pm – 2:30 pm, WES 206**

1. **Update on Change Management process for Banner**  
Denise talked about the new Lotus Notes database that is being created to manage changes / additions to the Banner application. Hopefully the database will be ready to test with the next Banner upgrade or patch.
2. **Deleting files in gurjobs**  
Some programmers have made a request to clean out the gurjobs folder because it takes a long time to access this list. Discussion took place regarding which files to delete. Dave said that the simplest way to maintain this folder is to delete files based on date. Dave requested that programmer look at this folder and save off any files that they want to keep. Bruce related a concern that Jo Gerst has regarding particular files that are large that she wants to keep forever. Bruce will find out why. This topic will be brought up again at the next meeting.
3. **Update on re-implementation of HEAT**  
Denise talked about IS&T's project to upgrade and re-implement the HEAT work ticket tracking database software. This group will be able to use this database to submit and track requests between programmers and Banner DBAs. Some of the comments and concerns from the group were:
  - Turn-around time for Emergency requests; "Will submitting a HEAT ticket for an emergency (same day) request only delay fulfilling it?"
  - Would like a demonstration of the software
  - Would prefer both on-line and face-to-face training
  - How do we handle data needs?
4. **Directory standards**  
Dave provided a recommendation for Banner directories names.
5. **Additional topics:**
  - a. Mainframe Update
  - b. API training
6. **Coordinate installation of software applications**
  - a. One group gave recommendations for modifications to the "Software Request Form"
  - b. One group worked on filling in appropriate staff names on the "Application Master List"