Technology Committee Meeting Minutes   12/10/2004

Members Present:
Tyson Weihs
Ben Fischer
Laurie Tonneson
Robert Brackenridge

Call to Order
Tyson: Background given. Need for technology committee was expressed by David Kilgore, John Reed and JSA in previous conversations. Technology Committee written into the charter in September, 2004. The idea is to collect recommendations and technology plans to be presented to the Program Office. The role of the committee was further discussed and the focus is not to be implementation. David Kilgore is positive about the collection of recommendations.

Ben: Define further "Who we are…" Formal communication distributed to communicate modes of communication to committee. Issue possible survey to students to collect recommendations

Robert: Recommend the development of a process to handle information flow.

Ben: Schedule a regularly held meeting. Build charter. Determine ongoing roles.
Tyson: Tyson will pick up the building of the charter, taking into consideration the JSA charter.

Laurie: Define interfaces with JSA, administration, etc. in the committee definition

Ben: What level of authority do we have?
Tyson: Yet to be determined… Initially we have an influential role. From here, we will determine the possibilities in the future

Current Recommendations
Hot Items
1. Alumni contact database
    a. Mengdan Yu
    b. Neal Carlson
2. Web technology

Alumni Contact Database
- Assess needs - Neal (Ben), Mengdan (Tyson)
- Meet with technology owners
- Brainstorm options
- Make recommendations to IT

Tasks assigned:
Process development – Robert
Technology request collection tool – Ben
Charter / Guidelines – Tyson

Next meeting date: 10/28/04, Tentative time 4:00PM, Tentative Rm 360