Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)

OBJECTIVE OF MEETING: ELSS

DATE: 11/09/2018 **TIME:** 10:00am	**LOCATION/ROOM #:** CTL **CALL-IN NUMBER:**+1 646 876 9923 or +1 669 900 6833 **CALL-IN CODE:** 150 591 710

FACILITATOR(S): Kale Braden & Kevyn Montano

TIMEKEEPER:

ASSISTANT: Kevin Porter

ATTENDEES:

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS

Topic	Person(s) Responsible	Time Alloted
Presentation on Digarc Section a potential product to allow for a department/division level schedule interface	Braden	60 min.

ACTION ITEMS:

Question	Person(s) Responsible	Time Allotted
Presentation/PR plan for ELSS Group to distribute information regarding this project.	Braden	15 min.
Fall '18 ELSS Wrap Up report: structure, process, and timeline.	Braden	15 min.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Time Allotted

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: The ARC Enterprise Level Scheduling System Implementation team will be focusing upon the installation, configuration, and operational protocols of the scheduling software, not building ARC's Academic schedules.