

## DART Communications Subteam Meeting, 06-15-16

- Present: Patti Otto, Susie Irwin, David Wilkins. Absent: Misty Rhodes (conflict)
- Meeting room change: Collings 175
- Introductions
- Subteam Name? **DART Communications Subteam was approved.**
- Develop and approve charter . **The following charter was approved:**

Communicate important BI-related information to the reporting community, such as data store upgrades or changes, reporting tool upgrades or changes, new or changed objects or reports, policy or standards changes, data outages, and any like issue affecting campus-wide reporting for which broad communication, coordination, and representation are needed. In the case of upgrades, this group will be the liaisons between IT, the larger DART group, and the user community, and may help coordinate upgrade timing. Communicate to the DART Chair and/or Data Governance Coordinating Committee any critical data issue, data definition issue, data security issue, reporting tool issue, questions of project priority or resources, issues requiring a decision between conflicting views or alternatives, and issues that have broad implications.

- Establish a regular meeting time/place, or handle via Doodle as needed? **Future meetings will be handled via Doodle Poll.**
- Subteam Website pages (for transparency). **David gave an update on DART website progress.**
  - Membership
  - Agendas & minutes(or minutes only)
  - Ongoing projects
  - Completed projects
  - Other documents as needed
- Leadership (established at 2<sup>nd</sup> meeting)
- Review proposed leader responsibilities and nomination process in the OneDrive folder
- Immediate goals/needs/issues. **No new issues were discussed, though the possible Cognos 11 upgrade, and a possible ODS upgrade due to a Banner upgrade, were mentioned as being on the radar. IT is installing a version of Cognos 11 on a server for IT evaluation.**
- Look at DART Communications Issue Matrix & Strategy on OneDrive. **The group began reviewing the matrix and filling in cells with an action plan. The matrix will be completed at the next meeting. One primary concern is making sure that communication channels allow this subteam to become aware of communication needs so they can ensure that timely and proper user community notifications are made.**