

## DART Communications Subteam Meeting Minutes, 08-22-16

- Review/approve minutes from last meeting. **Approved.**
- Review proposed website content. **Website content was reviewed and approved.**
  - Membership
  - Agendas & minutes(or minutes only)
  - Ongoing projects
  - Completed projects
  - Other documents as needed
- Finish DART Communications Issue Matrix & Strategy on OneDrive. When we have guidelines, discuss possible next step for consideration of adoption and implementation. **Progress was made on the matrix, and research needs to be done in some areas to determine appropriate communications needs and strategies. Because there are still some issues outstanding, there was no discussion of adoption and implementation.**
- Additional discussions:
  - There was discussion of who in IT is serving as Susie Irwin's backup on ODS load/refresh issues when Susie is unavailable. Terry Martin is serving as Susie's backup.
  - Daily ODS Refresh/Load jobs generate automated e-mail messages that are sent to interested parties so they know that the refresh/load jobs have finished and data is ready. The emails may also indicate a data problem. When no e-mail is sent, that often indicates a data issue. Recently, an e-mail was not sent for the nightly job that updates data in the OUCustom schema. In this case, the problem was not with the data but with the process that sends the automated e-mail message. It was discussed that in such cases in the future, it would be good if IT would send an e-mail notifying people that the data is available and updated, even though no daily e-mail was sent.
  - Recently, the IT Alerts system was used to notify people of an ODS issue that impacted a large amount of data. It was discussed that in the future, it would be good to use IT Alerts to notify people of significant ODS data issues, but continue to use Cognos e-mail lists to notify people of smaller data issues impacting fewer data tables or functional areas.
  - The group also voiced the need to make sure that IT, DRRG, and other groups working on various aspects of the OU reporting environment know that the DART Communications Subteam is available to help broadcast information to the reporting community.
- Leadership (established at next meeting). **This was not discussed in the interest of time, but will be discussed at a future meeting.**
- Review proposed leader responsibilities and nomination process in the OneDrive folder. **Not discussed due to lack of time.**
- Next meeting: Schedule or Doodle Poll? **Doodle poll**