DART Community Support Subteam Minutes, 06-22-16

- Attendees: David Wilkins, Krystal Golding-Ross, Susie Irwin, Krista Pettersen (by phone)

- Review/Approve minutes of5/25/16. Approved.

- Uncovering useful reports from departmental authors. The team reviewed an Excel spreadsheet created by David containing possible survey questions that could be used for uncovering useful reports currently stored in Staging or an author's My Folders. Krystal offered to create a Qualtrics survey from the spreadsheet. David will e-mail the Qualtrics survey to Cognos authors when completed. A team will review any reports submitted to see if they truly are viable candidates to become production reports. If a report required minor changes (i.e. converted to use prompts instead of hard filters), assistance would be offered to authors.

- Web portal front-end or customer support project? The group decided to table these ideas and elected to focus on the Qualtrics reports survey first.

- DGCC Project Proposal Form. The team was reminded of this form and DCGC requirements for any major projects requiring significant IT resources.

- Other projects or recommendations this team could/should pursue to that would add reporting support value to the DART community? No additional ideas were proposed.