DART Community Support Subteam Virtual Meeting Minutes, 05-11-16

The items below constitute an agenda for a virtual meeting in lieu of a physical meeting, where the group members were to participate individually as they had time. This is presented as minutes to reflect subteam activity.

All items reference below are found on portal.office.com OneDrive, in the Customer Support>Virtual Meeting, 05-11-16 folder.

Because we are working independently, I would appreciate your working through the agenda items and completing your tab on the Proposed Project Spreadsheet by Friday, May 13. Hopefully some can use the regular meeting time today to work through the agenda items.

- Review minutes from last meeting. Add revisions/corrections if needed. For those not present at the last meeting, it may be helpful to open the two web links in the minutes and explore to familiarize yourself with their content. These could be models for future development projects within DART.

- A call for nominations for Community Support Subteam leadership will likely occur before the next meeting on 5/25. Please review the leader nomination process & leader responsibilities documents so we are all familiar with the process.

- David has met with Katy Bergman in Webcomm. A DART website mockup is under way, and subteam pages will contain the following:
  - Membership
  - Agendas & minutes(or minutes only)
  - Ongoing projects
  - Completed projects
  - Other documents as needed

- Possible upcoming projects.

Please review the websites mentioned in the minutes for 4/27, the OU Reporting Survey Issues & Wishes in the Virtual Meeting folder, and consider your own priorities for projects that this subteam might pursue to enhance reporting support at OU. I have created an Excel spreadsheet, entitled ***DART Community Support Proposed Priorities*** and placed it in the Virtual Meeting folder. The spreadsheet has a tab for each of us to enter projects we might want to pursue, in order of priority. This will give us a sense of possible future projects, and the priority each of us places on them. It's possible that you have a proposed project that isn't on any of the above named sources. Please also feel free to list a proposed project even if it might require significant effort or resources. I want us to Think Big. But if you have smaller projects that might have a high and more immediate community support payoff, please feel free to list those, too. Thank you!