

DART Data Quality & Training Subteam Meeting Minutes, 09-06-17

1. Review updates from August meeting.
 - Changed meeting frequency from twice/month to just first Wednesday of month.
2. Open Floor for any Issues and Updates from Subteam.
 - IRR had meeting to talk about data training needs in areas of high turnover
 - Discussion and implementation of data edits needed for HR data freeze (on 11/1)
 - Creation of general issue log not directly related to open projects for communication and collaboration. Will be a One Note notebook stored in the same location as other Notebooks. Initial items in the issue log:
 - Preferred name project
 - Org chart and direct report inaccuracies
 - Time and Attendance system
 - Creation of digest of updates across team site
3. Next Meeting: 04OCT17