

## DART Reporting Tool Training Subteam Minutes, 03-28-16

- Introductions
- Subteam Name? **Keep as is.**
- Charter? Use verbiage from Subteam Interest Survey as a start? **Keep as is below.**

Recommend or provide reporting tool training along with appropriate documentation, and help offer robust user support through user group meetings, mentoring, user website(s), and by other means. *Elevate to the DART Chair and Data Governance Coordinating Committee any critical issue involving data, data security, reporting tools, or the reporting environment.*

- Establish a regular meeting time/place. **Chris Wallace expressed concern over his future availability in coming months. He may have to meet via phone or Skype until May, and the CRM project may take time beyond that. He's been told to limit outside activities. Next meeting 4/11 at 1:00-2:00.**
- Subteam Website pages (for transparency)
  - Membership
  - Agendas & minutes(or minutes only)
  - Ongoing projects
  - Completed projects
  - Other documents as needed
- Office 365/OneDrive
- Leadership (established at 2<sup>nd</sup> meeting). **Susie Irwin elected leader at this meeting.**
- Review proposed subteam leader responsibilities
- Cathy Pierson parting thoughts. **Cathy was unable to attend due to knee injury.**
- Immediate goals/needs/issues.
  - **Schedule upcoming training offerings**
  - **Repackage/rebrand Workspace Advanced Trng. Advertise Susie Irwin as new trainer.**
  - **Create videos if Cognos 11 doesn't radically change WA.**
  - **Talk of possible impacts of future Cognos 11 and ODS upgrades.**
- Look at Reporting at OU Survey for opportunities to serve
- Faculty Reporting Needs meeting, Thursday, April 14, Collings 237, 3-4pm.