Subject: Support Services Minutes
Date: July 12, 2005

Attendance: UAA – Patty, Marian
               MSC – Sandy

1. Testing results of forms & report (attached):

> Patty had identified some issues with the new reports and sent them up to the SW Programmers. They are currently in the process of correcting them. Once team is notified by SW that they are ready for re-testing, we need to get that accomplished quickly since we have LRGP going down July 26 for Banner 7.0 upgrade.

2. Review form user guides (attached):

> Patty is asking team to review these user guides and provide feedback on changes to verbiage.

3. Other:

> Sandy asked if they should start notifying us of users who need this security access. Patty will investigate that the forms are all residing in a security class and get back to the team.

> Will training still go as planned? That will depend on whether the issues identified on the reports can be addressed in time to move to PROD and give time for Charese Gearhart-Dekreon who will be writing up the user guides for them. Marian will call Charese with the list of candidates for training in case we can still shoot for the end of July.

4. Next meeting, August 9th at 11am.