

Configuration Management (CM) Subgroup
Meeting #1 Minutes
Monday April 30, 2001 12:30-1:30
Room 4653 ROB3

Attendance:

Name	Present
Wanda Broadus	
Dan Callahan	
Nina Colon	Present
Connie Davis	Present
Bill Hughes	Present
Ron Langkamp	Present
Denise Merchant	
Mark Polanskas	
Mike Rockis	
Slawko Semaczuk	Present

Preparation For the Meeting:

Documentation for the meeting was passed out at the meeting

Results of Meeting Goals:

Administrators for meeting #1 acknowledged

Expected Future Meeting Pattern not discussed

Meeting Role Holders and their responsibilities:

Note-taking delegated to ModPartner

Expected Membership: Rescheduled for Meeting #2

Charter:

Remove processes to simplify charter objectives

SFA CM process guide needs:

- Appendices for a Baseline Audit checklist
- Example of a CM charter
- Training overview presentation

Purpose of CM Subgroup is to have a smooth rollout of enterprise level pilot projects

Elevation and resolution of non-consensus issues may not be CM Subgroup and therefore need to identify the group who will resolve the issues

Insure that the role of moving documentation into production (most likely IT Services) is finalized and that CM has a method of staying informed

Reschedule discussion to meeting #2

Identified Pilot Projects:

Identified as eCampus Based Services (CBS) and Enterprise Architecture Integration (EAI)

Enterprise Change Control discussion:

Postponed until Configuration Management (CM) Subgroup discussed

Topics for Meeting #2:

Configuration Management (CM) Subgroup charter (modifications attached to transmittal email)

Project Level Configuration Management structure and training

Configuration Management (CM) Subgroup Software Configuration Management training

Next Meeting will be Wednesday May 2 at 11 AM in the same room

Products from Meeting #1:

Configuration Management (CM) Subgroup membership confirmed

Charter scope narrowed to exclude processes