

**STUDENT AID AWARENESS WORK TEAM
MEETING MINUTES
MAY 31, 2001
2:00 – 3:30 PM**

ATTENDEES
Dena Bates
Kristine Eelkema
Linda Hall
Hazel Mingo
Heather Pacini
Carolyn Sattin (Intern)

NEXT STEPS

WHAT	WHO	BY WHEN
Next Meeting: Discuss Program Management	Heather	Next Meeting 6/13
Conduct Individual Team Meetings	Everyone	6/13
Design Status Reporting Template	Heather	6/13

Contingency Plan – Staffing/Resources

<p>DISCUSS OBJECTIVES AND EXPECTATIONS</p>	<ul style="list-style-type: none"> • Objective: <ul style="list-style-type: none"> ○ The objective is to plan, develop and implement program management techniques, tools, methods or disciplines necessary to provide a structured approach to managing Student Aid Awareness • Meeting Schedule: <ul style="list-style-type: none"> ○ Group meetings will be held weekly on Wednesdays from 9-10 AM. Individual meetings will be held on an as-needed basis. • Expectations of Team & Individuals: <ul style="list-style-type: none"> <u>Team Expectations:</u> <ul style="list-style-type: none"> ○ Individuals remain committed to the group, process and deadlines ○ Complete any homework ○ Attend weekly team/individual meetings ○ Provide feedback <u>Individual Expectations:</u> <ul style="list-style-type: none"> ○ Who are the decision makers? ○ Respond or provide feedback when it is solicited from others • Operating Agreement: <ol style="list-style-type: none"> 1. Hear each person 2. Listen
---	--

	<ol style="list-style-type: none"> 3. Be supportive of the group and individuals 4. Openly check assumptions 5. Need info? Check with SAA first 6. Be on time 7. Don't take things personally 8. Name the elephant on the table 9. Take ownership – accountability – do homework 10. Volunteer when possible 11. Share resources 12. Stay focused 13. Be worthy of trust – share information 14. Who is going to record
<p>ROLES & RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Work to be performed: <ul style="list-style-type: none"> ○ <u>SAA – Program Mgmt</u>- Create PM processes, tools and techniques to manage & coordinate change initiatives ○ <u>Timeline:</u> Sept. 30, 2001 ○ <u>Includes:</u> <ul style="list-style-type: none"> ▪ Identification of organizational model ▪ Defined action plans ▪ PM tools and techniques ▪ Defined repeatable processes ▪ Campaign Mgmt. tools • Roles & Responsibilities: <ul style="list-style-type: none"> ○ SAA Program Managers will be responsible for providing input for the design of PM tools and assisting in their execution ○ Accenture will help support this initiative by designing PM tools, techniques, and processes ○ A different individual will record minutes for the meeting each week and distribute to the group via email by the following day.
<p>DISCUSS STATUS REPORTING TOOL AND OTHER PROGRAM MANAGEMENT TOOLS AND TECHNIQUES</p>	<ul style="list-style-type: none"> • Status Reporting Tool: <ul style="list-style-type: none"> ○ This tool can be used weekly in reporting to Jennifer Douglas/Mary K. Muncie ○ Objective: Provide accurate and timely information on the progress/performance of each SAA project ○ Benefits include: <ul style="list-style-type: none"> ▪ Documentation of project initiatives, issues, and status ▪ Better project coordination ○ Responsibility: Each Program Manager will complete their weekly status report via email on a weekly basis and send to a volunteer/intern who will compile the status reports

+/D

+	D
Carolyn – Welcome to team	Meeting went over time
Thanks to Hazel for coordinating logistics	

UPCOMING MEETINGS-

June 13, Wednesday–9:00-10:00 AM

June 20, Wednesday–9:00-10:00 AM

June 27, Wednesday–9:00-10:00 AM