QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Action points from a meeting held on Thursday 27th March 2008 at 9am in the Robert Tong Room, Queens’ Building, Mile End

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007.82.2</td>
<td>Standard approach to be adopted for all considering all interfaces</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2007.82.3</td>
<td>Systematically address business intelligence across all of the College’s business systems</td>
<td></td>
<td>Ongoing</td>
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<tr>
<td>2007.83.1</td>
<td>Set up Finance Working Group</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.85.1</td>
<td>Discuss need for temporary interface between SRS and Accommodation with Director of Student Services</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.86.4</td>
<td>SMD to speak to School of Engineering &amp; Materials Science and School of Biological &amp; Chemical Sciences to discuss assessment systems in use</td>
<td>DJ/JP</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.88</td>
<td>IT Projects Board to be added to list of key groups and committees in SIS Communications Plan</td>
<td>SM</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.90</td>
<td>Project Risk Register to be considered at next meeting</td>
<td>SM (LW for agenda)</td>
<td>21-04-08</td>
</tr>
<tr>
<td>2007.91</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>24-04-08</td>
</tr>
<tr>
<td>2007.92</td>
<td>Dates of remaining meetings for 2008</td>
<td>ALL</td>
<td>Ongoing</td>
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QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Thursday 27th March 2008 at 9am in the Robert Tong Room, Queens' Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Dr John Holman, Stefan Milik, Mangal Patel, Professor Edmund Robinson, Professor Julia Shelton, Professor Morag Shiach, Dr Liz Smith, Leigh Ward.

1. Apologies for absence:

2007.77 RECEIVED: apologies from Sam Brenton, Dr Alastair Owens, and Professor Edmund Robinson.

2. Minutes of the meeting held on 23rd January 2008

2007.78 APPROVED: the minutes as an accurate record of the meeting’s proceedings.

3. Matters Arising from the Minutes

2007.79 NOTED: that there were no matters arising from the minutes.

4. Project Manager’s Report

2007.80 RECEIVED: report from Project Manager.

2007.81 Enquiries Module

2007.81.1 NOTED: that the SITS Enquiries module would be live on 28th April 2008.

2007.81.1.1 NOTED: that Hobsons Enquiries would be live before this date.

2007.81.1.2 NOTED: that a handbook was currently being written.

2007.81.1.3 NOTED: that managers had been trained on the Enquiries module.

2007.81.1.4 NOTED: that the Enquiries module would only be live from the College’s main website and would not, at the moment, link in to Departmental websites.

2007.82 S+ and SIS Interfaces

2007.82.1 NOTED: that a working group would be looking at the exam timetabling interfaces in S+ and SIS.

2007.82.2 AGREED: that a standard approach was needed for considering all interfaces between SITS, including S+, Agresso and Business Objects.

ACTION: SM

2007.82.3 AGREED: that business intelligence across all of the College’s business systems would need to be systematically addressed.

2007.82.4 NOTED: that this would be a bigger project than just the SIS Project Board.
2007.82.5 NOTED: that a decision on exam timetabling would be made by the working group (with recommendation reported to Project Board) if a unanimous view could be reached; decision to be made by Project Board if selection would impact on other aspects of the SIS project; and by IT Projects Board if selection would impact on other College projects.

2007.83 Finance Group
2007.83.1 NOTED: that the Finance Working Group (to consider interface with Agresso and student finance etc.) would be set up as soon as possible.

ACTION: SM

2007.84 SRS and SITS
2007.84.1 NOTED: that reverse migration will be used between SITS and SRS once the Admissions module in SITS goes live.

2007.84.2 NOTED: that this process should be relatively straightforward.

2007.85 Accommodation
2007.85.1 AGREED: that need for temporary interface between SRS and Accommodation would be checked with Director of Student Services.

ACTION: SM

2007.86 SMD and Assessment Data
2007.86.1 NOTED: that the Project Manager had been approached by the SMD with regards interim systems for enabling better processing and recording of assessment data in SMD.

2007.86.2 AGREED: that any system adopted by SMD would need to be compatible with SITS.

2007.86.3 AGREED: that this was not the role of the Project Manager to be offering advice on third party systems/applications and was not an issue for the SITS project.

2007.86.4 AGREED: that SMD to speak to SEMS and SBCS to discuss systems already in place.

ACTION: DJ/JP

2007.86.5 NOTED: that if SMD Board members were in regular attendance at SIS Project Board meetings this would not be an issue.

5. Communications Plan

2007.87 RECEIVED: draft version of SIS Communications Plan.

2007.88 NOTED: that IT Projects Board needed to be added to the list of key groups and committees.

ACTION: SM

2007.89 APPROVED: the communication plan for the project.
6. **Project Risk Register**

2007.90 AGREED: that this would be considered in detail at the next meeting.

ACTION: SM

2007.91 NOTED: that this would be considered in detail at the next meeting.

ACTION: LW for agenda

7. **Date of Next Meeting**

2007.91 NOTED: date of next meeting as Thursday 24th April 2008 at 11am in the Room 6.02, Physics Building, Mile End.

ACTION: ALL

8. **Dates of remaining meetings for 2008**

2007.92 NOTED: dates of remaining meetings for 2008 as follows:

- 22nd May, 11am, Physics 602
- 26 June, 11am, Physics 602
- 24 July, 11am, Physics 602
- 11 September, 11am, Robert Tong Room
- 16 October, 11am, Robert Tong Room
- 13 November, 1pm, Robert Tong Room
- 11 December, 1pm, Physics 6.02

ACTION: ALL

9. **Items of Other Business**

2007.93 NOTED: that there were no other items of business.

There being no other business, the meeting closed at 9.50am