# Action points from a meeting held on Thursday 24th July 2008 at 11am in Room 6.02, Physics 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>2007.145.1</td>
<td>Update minute 2007.135</td>
<td>LW</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.147.3.a</td>
<td>Work on reverse migration for mid-term entrants to be completed as soon as possible</td>
<td>SM &amp; Computing Services</td>
<td>ASAP</td>
</tr>
<tr>
<td>2007.147.4</td>
<td>Benefits of deliverables to be identified prior to the implementation of each SITS module</td>
<td>SM &amp; relevant staff</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2007.147.7</td>
<td>Post-implementation review for the Enquiries module to be completed</td>
<td>SM</td>
<td>Mid-August</td>
</tr>
<tr>
<td>2007.147.8.a</td>
<td>Review timescales for Phases 2 and 3 in consultation with Tribal</td>
<td>SM</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2007.148.2</td>
<td>Report outlining progress with authentication issues, including a time plan for resolution and completion to be considered at next PB meeting</td>
<td>SM &amp; JH</td>
<td>September 2008</td>
</tr>
<tr>
<td>2007.151</td>
<td>Scope and governance of PB to be reviewed</td>
<td>DSC</td>
<td>September 2008</td>
</tr>
<tr>
<td>2007.153</td>
<td>Date of next meeting</td>
<td>ALL</td>
<td>11-09-08</td>
</tr>
</tbody>
</table>
QUEEN MARY, UNIVERSITY OF LONDON

STUDENT INFORMATION SYSTEMS PROJECT BOARD

Minutes of a meeting held on Thursday 24th July 2008 at 11am in Room 6.02, Physics Building, Mile End

Present: Dean Curtis (Chair), Wendy Appleby, Sam Brenton, Deborah James, Stefan Milik, Dr Alastair Owens, Dr John Patterson, Professor Edmund Robinson, Dr Liz Smith, Leigh Ward

1. Apologies for absence:

2007.144 RECEIVED: apologies from Mazdak Alizadeh, Dr John Holman, Nigel Relph, Professor Julia Shelton and Professor Morag Shiach.

2. Minutes of the meeting held on 26th June 2008

2007.145 Ref Minute 207.135

2007.145.1 NOTED: that minute should read “Project Manager and Board members expressed concern”

ACTION: LW to update minute

3. Matters Arising from the Minutes

2007.146 NOTED: that there were no matters arising from the minutes.

4. Project Manager’s Report and Risk Register

2007.147 Project Manager’s Report

2007.147.1 RECEIVED: report from Project Manager.

2007.147.2 NOTED: that there were currently issues with data field formats between SITS and Agresso and that these were being resolved.

2007.147.3 NOTED: that mid-term entrants would require a reverse migration from SITS to SRS.

2007.147.3.a NOTED: that this would require some work between SITS and SRS and would be resolved as soon as possible.

ACTION: SM and Computing Services

2007.147.4 NOTED: that benefits of deliverables needed to be identified prior to the implementation of each SITS module.

ACTION: SM and relevant staff

2007.147.5 NOTED: that there were currently no issues with data migration.

2007.147.6 NOTED: that it was felt that the Project Team resources were sufficient for the time being.

2007.147.6.a NOTED: that there were potential issues with knowledge base in the team and having access to key individuals within the College.
2007.147.7  NOTED:  that a post-implementation review for the Enquiries module would be completed by mid-August.  
ACTION: SM

2007.147.8  NOTED:  that timescales for Phase 2 and 3 implementation may need to be reviewed and revised.

2007.147.8.a  NOTED:  that this would be undertaken in consultation with Tribal.  
ACTION: SM

2007.148  Risk Register


2007.148.2  NOTED:  that a report was required from Computing Services outlining progress with authentication issues, including a time plan for resolution and completion.  
ACTION: JH and SM

5.  Provek Report


2007.150  DISCUSSED:  report, including recommendations for project governance.

2007.151  NOTED:  that the scope and governance of the project board would be reviewed over the summer.  
ACTION: DSC

2007.152  NOTED:  that an external communications consultant would be employed to help develop communications mechanisms and processes to ensure successful and effective distribution of information concerning progress with SITS.

6.  Date of Next Meeting

2007.153  NOTED:  as Thursday 11th September 2008, 11am, Robert Tong Room, Queens' Building, Mile End  
ACTION: ALL

7.  Items of Other Business

2007.154  NOTED:  that there were no other items of business.

There being no other business, the meeting closed at 12.15pm