

Meeting Summary
Functional Area: Administer Infrastructure

Meeting: Workshop – Administer Infrastructure

Date: 11/07/2007

Location: Room 505

Meeting called by: Nancy Saunders



Attendees: Chuck Wandling, Mike DePhillip, Will Burke, Nick Danforth, Jamie Habecker, Cindy Sussan, Nancy Saunders

Session Goals and Objectives:

- Identify and define scenarios and requirements for the components of Administer Infrastructure.

Summary

The team:

- developed a graphical representation of how the components might fit together, and arrived at what we believe to be an accurate name for the workstream: Infrastructure Services
- identified first level candidates and mapped requirements for scenarios for the components
- utilized resource materials to cross-reference Best Practices and Concerns with scenarios and requirements
- Discussed Change Management, Process Management, Configuration Management as it pertains to this work stream
- Nancy will speak with Tully regarding the Infrastructure Services name/statement of purpose of the team, and
- Nancy will address adding Infrastructure Services verbiage and approval to the Executive Summary template.

Homework

- Team members will review the attached Scenario document for additional scenarios and requirements in their areas, either adding them to the model for review next meeting, or sending them to Jamie or Cindy electronically to be added to the model.
- The Architecture team members will confer to disambiguate the Change Management (etc.) terms.

Plans for Next Work Session

- **No session next week, November 14, due to team member obligations to the Grants POC.**
- Discuss the disambiguated terms for Change Management, etc.
- Continue to identify scenarios and requirements.