

## Meeting Summary

**Functional Area:** Inventory Management Work Session #2

**Sub-Function:** Fleet Management

**Meeting Date:** May 6, 2008 (9:00 to 12:00)

**Location:** Richmond, VA CRM 702



**Meeting called by:** Curtis Chisholm

**Facilitators:** Kathy Aebischer and Stefan Yssel

Angela Bartlett  
Sheila Bowles  
Beth Cooley

Judy Griffin  
Christie Horn

√ 5 out of 7 SME's Attended

### Session Goals and Objectives:

1. Discuss minutes from April 30 Session
2. Review and validate scenarios documented on April 30.
3. Define terms, current state the remaining scenarios and gather requirements.

### Summary of Accomplishments:

Reviewed and validated the following Scenarios:

- Add Vehicle
- Add Driver for Existing Position
- Add Driver for New Position
- Manage State Vehicle Reservations

Documented the current process, requirements and define terms for the following Scenarios:

- Receive DMV Owned Vehicle
- Surplus DMV Owned Vehicle

### Plans for Next Workshop:

Review and validate the following scenarios:

- Receive DMV Owned Vehicle
- Surplus DMV Owned Vehicle

Define terms, current state the remaining scenarios and gather requirements.

### Homework for Next Workshop:

- Read the minutes from the May 6 session.
- Review the attached report and note any additional information or changes that may be needed.