

## Meeting Summary

**Functional Area:** Inventory Management Work Session #5

**Sub-Function:** Fleet Management

**Meeting Date:** May 28, 2008

**Location:** Richmond, VA CRM 301



**Meeting called by:** Curtis Chisholm

**Facilitators:** Kathy Aebischer and Stefan Yssel

Beth Cooley  
Judy Griffin

Christie Horn  
Sue Matthews

Justin Thomas

√ 5 out of 7 SME's Attended

### Session Goals and Objectives:

1. Discuss minutes from May 21 Session
2. Review and validate scenarios documented on May 21.
3. Define terms, future state the remaining scenarios and gather requirements.

### Summary of Accomplishments:

Reviewed and validated the following future scripted scenario:

- Identify Vehicles to Replace (BI)

Documented the Future State for following scenarios:

- Add Driver for Existing Position
- Add Driver for New Position
- Add Vehicle
- Manage DMV Owned Vehicle Maintenance and Repairs
- Manage Fuel Card
- Manage State Vehicle Reservations

Deleted the following scenario:

- Manage Toll Passes

Archived the following scenario:

- Manage Mini-Pool Assignments

Outstanding Action Items:

- Schedule meeting with Enterprise to discuss improvements in business processes (Justin and Beth)