

**CNIC Peer Communications Group
Meeting Minutes – April 8, 2005**

Approved 4/22/05

Attendees:

Paula Allen, DOR; Dan Christensen, ODF; Brooke Crager, DAS/NOC; Shawn Dawson, ODOT; Dennis Green, Employment; Raelynn Henson, CNIC Project Office; John Hubbard, DOC; Natalya Ishenin, DHCS; Dave Komanecky, OSP; Julie Mallord, CNIC Project Office; Dominic Rivera, DCBS. Minutes by Cathy Hoffman, DAS IRMD.

Tour Facility

Keith Kohan and Brian Oylear conducted a tour of the construction site of the data center facility.

Review/Approve Minutes

The minutes of the March 25 meeting were read and approved as presented.

Process for Issues sent Directly to Project Office

A discussion was held regarding the procedure for processing questions and comments. There was consensus that when a question is received by a Peer Comms member, it should be forwarded to the agency representative on the appropriate work group and if it cannot be answered there, the question should be forwarded to the Project Office. Whether or not to forward the question to full Peer Comms list is at the discretion of the member. The Project Office will continue to assemble questions (and rumors) for the ongoing FAQ feature of the Web site.

Action Item

The next agenda should include an opportunity to discuss ease of maneuverability on the portal.

CNIC All Hands Tour – Late April

Raelynn distributed an outline of the details pertaining to the April 27 All Hands Tour and requested comments and ideas to be submitted by noon on Monday, April 11. Since space is limited, the tour will be limited to IT staff of the CNIC agencies. There will be a handout available that day with facts about the facility. The handout should include the drawing of the building.

Planning for May “All Hands” Meeting

The May 5 All Hands Meeting will be held at the Employment Department Auditorium and will include a Stage One wrap and Stage Two kickoff. The group was asked for input on the draft. Comments and suggestions are to be sent to Raelynn.

Roundtable

Questions continue to rise concerning availability of information since the QuickPlace is only available to work group members. Raelynn noted the work group summary (sponsored by Peer Comms) would be available soon. The group was encouraged to personally help staff with information questions.

Paula requested advice on securing information to submit for the work group summary. She was encouraged to contact the project manager and ask for bullets. Another method is to prepare a draft and send it to the project manager for review.

The meeting adjourned at 11:25 a.m.