Thursday June 9, 2011 1:00pm – 3:00pm 4040 Fairview Industrial Drive SE Alsea Conference Room	**Aviation to ODOT Business Services Migration Work Group Minutes** ODOT Members Present: Clyde Saiki, Les Brodie, Deb Tenant, Jane Lee, Chris Warden, Michelle Remmy, Virginia Carey, Marlene Hartinger, Jeff Smith, Amber Taylor and Joanna Robert Aviation Members Present: Mitch Swecker and Cindy Pease DAS Members Present: Suzanne Primm, Steve Ponce, Shannon Ryan, Patty Jacobs, Cindy Forest, Gene Berger, Sandy Kumnick, Ben Garvey and Gina Beaman	
Agenda topics	**Outcome**	**Follow-up/Action Required**
Welcome and Introductions (Joanna)	Discussed the agenda and the members of the work group introduced themselves.	Joanna will send everyone's contact information out to the group. (Completed 06/13/11)
Overview (Mitch and Clyde)	Discussed what we are tasked with by the legislature and our roles in the process.	
Process Moving Forward (All)	Discussed the process. The work group will meet every two weeks. The work group will be broken into subgroups. The subgroups will define their tasks and work to complete them. The subgroups will report back to the work group about their progress. The work group will also provide a forum to prioritize tasks and discuss issues that impact everyone. The work group defined the subgroups, assigned members and then broke out into small subgroup sessions for the remainder of the meeting.	Joanna will document subgroup members and send the information to the group. (Completed 06/13/11) Subgroups will meet during the next two weeks. Updated task log from subgroups **due 6/23/2011 at next work group meeting.**
Conclusion and Next Steps (All)	Next meeting: Thursday, June 23. Subgroups must meet and update their task log before the next work group meeting. The ODOT representative on each subgroup will be responsible for ensuring that the subgroup meets and the subgroup's portion of the task log is updated.	
Agenda Build:	Subgroups report on task log updates. Prioritize work items.	