AGENDA

MEETING  
Dol Executive Team Meeting

MEET No.  
Meeting no. 7/2012

VENUE  
South Oval Meeting Room

DATE/TIME  
Tuesday 31 July 3:30pm – 5pm

CONTACT  
Sarah-Jane Macri 51772 (Secretariat)

ATTENDEES  
Peter Nikoletatos (Chair), Roxanne Missingham, Samantha Gilbert, David Richardson, Kus Pandey, Dominy Evans, Anne Kealley, Allan Williams, Susan O’Neil

GUEST  
Bronwyn Fletcher, Shane Geisler

APOLOGIES  
N/A

Part 1. Agenda

1. Benchmark Project (Bronwyn Fletcher)
   1.1. IT Service Quality Benchmark overview
   1.2. Sector trends
   1.3. Student technology expectations
   1.4. Practical application of the results
   1.5. How the project is changing and maturing the sector

2. Review Implementation Plan (Peter Nikoletatos)

3. Enterprise Project Management Overview (Samantha Gilbert)

4. Approvals Process for Small Projects (Dominy Evans)

5. Apologies - as above

6. Accept previous minutes/actions

7. Action Register  
   As at 4/07/12

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>22/06/12</td>
<td>SO circulating data relative to sick leave.</td>
<td>SO</td>
<td>In progress</td>
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<td>2.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
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<td>3.</td>
<td>6/06/12</td>
<td>Inviting Marnie Hughes-Warrington, Margaret Harding and Erik Lithander to attend a DoI Exec Team meeting</td>
<td>PN</td>
<td>In progress</td>
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Part 2. Standing Items

8. Portfolio reports
   8.1. Peter Nikoletatos (PN)
   8.2. Roxanne Missingham (RM)
   8.3. Allan Williams (AW)
   8.4. Anne Kealley (AK)
   8.5. Susan O’Neil (SO)
   8.6. David Richardson (DR)
   8.7. Dominy Evans (DE)
   8.8. Samantha Gilbert (SG)
   8.9. Kus Pandey (KP)
   8.10. OMG Chairs’ report – DR

Part 3. Other Business

9. Other business

Part 4. For Noting

10. Other items for noting

Next Meeting:

Wednesday 15 August 2012
9:30 – 11am
South Oval Meeting Room