AGENDA

MEETING

ITS Executive Team Meeting

MEET No. Meeting no. 13/2012
VENUE South Oval Meeting Room
DATE/TIME Wednesday 24 October 2012
CONTACT Kus Pandey (A/g Secretariat) x51772

ATTENDEES Peter Nikoletatos (Chair), Roxanne Missingham, Anne Kealley, Kus Pandey, Belinda Day, Allan Williams, Dominy Evans, David Richardson, Samantha Gilbert

ATTENDING Professor Margaret Harding

Part 1. Agenda

1. Accept apologies/minutes

2. Action Register

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>31/07/12</td>
<td>Analysis of sick leave report provided by SO.</td>
<td>BD</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification – small working group</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan</td>
<td>AK</td>
<td>In progress 3 weeks</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>28/08/12</td>
<td>AK to organise sharing Dol social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>28/08/12</td>
<td>Finding a better way for Mac users to access EPM systems.</td>
<td>DR</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>28/09/12</td>
<td>PN to forward memo RE: Brok’s implementation plan</td>
<td>PN</td>
<td>Complete 24/10/12</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>09/10/12</td>
<td>Distribution of ITS staff email with regards to name change protocol</td>
<td>AK</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

3. Microsoft Student Lounge (Anne Kealley)

4. Professor Margaret Harding Attending 10am – 10:30am
5. ITS internal prioritisation of underlying projects for 2013 (Kus Pandey)
   • Ensuring that ADs are aware of activities that may involve interlinking responsibilities

Part 2. Standing Items

6. Portfolio reports
   6.1. Peter Nikoletatos (PN)
   6.2. Roxanne Missingham (RM)

7. Strategic discussion

Part 3. Other Business

8. ITS/SIS Christmas Party

Part 4. For Noting

9. Other items for noting

Next Meeting:

Monday 5 November
3:30pm – 5pm
South Oval Meeting Room