AGENDA

MEETING ITS Executive Team Meeting

MEET No. Meeting no. 01/2013

VENUE South Oval Meeting Room, Building 88T1

DATE/TIME Wednesday 23 January 2013, 9:30 – 11am

CONTACT Siobhan Muir-Williams (Secretariat) x51772

ATTENDEES Peter Nikoletatos (Chair), Roxanne Missingham, Kus Pandey, Anne Kealley, Samantha Gilbert, David Richardson, Dominy Evans, Allison Magoffin

APOLOGIES Belinda Day

Part 1. Agenda and executive guest

1. Apologies/accept minutes

2. Welcome Allison Magoffin, ITS Finance Manager

3. Action Register* As at 19/12/12

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>28/08/12</td>
<td>On call activity: BD extending the activity to end of February 2013, meeting scheduled for 5 February</td>
<td>BD</td>
<td>In progress</td>
<td>31 March 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. Travelling road shows have commenced, OMG and ITS Exec team members included in preparation of materials. AK to provide update in the new year.</td>
<td>AK</td>
<td>In progress</td>
<td>23 Jan 2013</td>
</tr>
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<td>3.</td>
<td>5/11/12</td>
<td>AW to circulate Technical Reference Architecture to IT Managers and Service Directors. Has been delivered to UICT.</td>
<td>AW</td>
<td>Complete</td>
<td>19 Dec 2012</td>
</tr>
<tr>
<td>4.</td>
<td>21/11/12</td>
<td>AW to finalise Christmas shutdown period roster</td>
<td>AW</td>
<td>Complete</td>
<td>19 Dec 2012</td>
</tr>
<tr>
<td>5.</td>
<td>19/12/12</td>
<td>KP to update organisational chart to include ‘Change Management’.</td>
<td>KP</td>
<td>Complete</td>
<td>23 Jan 2013</td>
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</tbody>
</table>

Part 2. Standing Items

4. Portfolio reports
   4.1. Peter Nikoletatos (PN)
   4.2. Roxanne Missingham (RM)

5. Strategic discussion
6. Update from ITS HR Manager (BD)

Part 3. Other Business

Part 4. For Noting

7. Other items for noting

8. Update on Microsoft Student Lounge – AK

9. OMG ToR Discussion - KP

First Meeting for 2013

Next Meeting:

Executive TMS Session
Guest Speaker: Katarina Heinbach
Wednesday 6 February 2013
9am – 1pm
South Oval Meeting Room