MINUTES

MEETING ITS Executive Team Meeting

MEET No. Meeting no. 12/2012

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

APOLOGIES Samantha Gilbert

DATE/TIME Tuesday 9 October 2012, 3:30pm – 5pm

VENUE South Oval Meeting Room

Part 1. Agenda

ITEM 1. Accept apologies/previous minutes

- Minutes delayed due to email issues

ITEM 2. Action register*

ITEM 3. Central coordination of CMS activity (OMG representative)

- Need to get an inventory and then de-duplicate
- Single team within the university to look after this space? OMG put to the Exec to decide.
- Technical reference architecture, roadmaps need to be reviewed, contact management systems included
- Map in what we want future state, working back compliance against that.
- Dominy Evans (DE) suggests articulating strategy around the product suite
- Building plan similar to attachment created by Peter with reference to Oracle for all key investments to avoid creating unnecessary duplication

Part 2. Standing Items

ITEM 4. Portfolio Reports

a. Roxanne Missingham (RM)

- Not given

b. Peter Nikoletatos (PN)

- Not given

ITEM 5. Strategic Discussion

Part 3. Other Business
ITEM 6. Other Business

- On official documentation, including business cards, the ANU directory and signatures, we should be referred to as 'Information Technology Services'.
- Verbally, we can be referred to as IT Services, or ITS.
- Service Delivery & Engagement: College Connect/Demand Management includes Outreach, which is now to be called Engagement and Demand Management.
- ICT Purchasing became part of ANU End-User Support Services.
- Information Commons is now referred to as Innovation and Information Commons.
- Executive assistant position has been advertised, Sarah-Jane to finish in the position on Wednesday 31st October – Hayley to fill the position in the interim.
- OMG training session scheduled for Wednesday 31st October.

Part 4. For Noting

ITEM 7. Margaret Harding attending next meeting

Next Meeting held:
Peter Nikoletatos (Chair)
Tuesday 9 October 2012
3pm – 5:30pm
South Oval Meeting Room

*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 DoI 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>