Steering Committee Meeting

August 17, 2010

1. Prioritization of features lists (Laura)
	1. Look at results of data analysis from voting ballots: Items with highest votes overall, Items with highest weighted votes
	2. Consider number of items to be given to TDL (20)
	3. Consider priority level assigned to each item
		1. Are there items below the cutoff which should be moved up? If so, which items should be moved down the list?
		2. Consider criticality of issue, frequency of occurrence, difficulty level, existing customization at institution, possibility of using reasonable work-around
		3. SC shares any concerns with group regarding assigned priority levels; recommends adjustments
			1. Deadline: August 23
	4. Deliver top 20 items to TDL
		1. Deadline: August 30
	5. Post finalized list to VUG wiki and update to blog and listserv.
		1. Deadline: August 30
2. Developing user stories (Jason)
	1. Co-chairs distribute 2-3 feature items to VUG SC by areas of expertise (Library vs Graduate School)
		1. Deadline: August 30
	2. SC crafts user stories using provided template
	3. SC returns completed stories to Jason and Laura
		1. Deadline: September 20
	4. Co-chairs compile and deliver completed user stories to TDL
		1. Deadline: October 8
3. Updates (Laura)
	1. TDL development priorities
	2. Vireo training
4. Input/Discussion from the steering committee

Conference Call Instructions:

Call in:  1-877-531-0114

Room Number:  \***3945934**\*

Moderator Pin:  \***7452**\*

Laura’s Phone: 979-845-2225

Note: Make sure to type in the stars