In attendance: Giulia Brofferio, Leslie Edgerton, Maureen Evans, Nancy Fraser, Robin Jenneve, Allen Matlick, Kathy Scheidemen, and Tim Schmidt.

Prior to the meeting Maureen distributed the following preliminary agenda:

1. Update on -
   - Training
   - Testing of Purchasing module
   - Electronic Reports

2. NRI Request to use GUS

3. GUS Development Timeline/Benchmarks

4. Discussion on Annual Report & Timing

Allen circulated the GUS Development Activity report for the period 1/31/07 – 2/26/07 prior to the meeting.

The minutes from the previous meeting were discussed. Tim asked that two issues be clarified and it was agreed that he would edit the minutes and redistribute for review.

**Agenda topic #1**

Maureen reported that 33 persons attended the assisted reconciliation class and that there will be a GUS Personnel training class on March 20. This class will be open to existing and potential future users of this module. On February 27, MSI’s Personnel Unit received a two hour overview of the Personnel module.

**Non-agenda item**

The committee was provided with a GUS Personnel Priorities list. It included prioritized action items as established in June 2006 by the GUS Personnel task force. Several of those priorities remain and are what Mark is currently working on. Also included was a list of additional, non-prioritized items for the Personnel module.

The question was raised as to whether the Personnel Task Force should be reconvened and, if so, should it be done now or somewhat later? There was support voiced for the value of the task force as a means of getting more feedback on the module and also as a way of better defining bug reports from feature requests. Since the committee did not have an opportunity to review the priorities list prior to the meeting, Maureen suggested that we resume this discussion after we have all had the time to review the list.

**Agenda topic #2**
The Neuroscience Research Institute has recently hired a new manager. NRI has not used GUS but the new manager has extensive experience with the software from her previous department on campus. Because of this experience, the committee agreed that providing GUS to NRI would not overly tax GUS resources and the request was approved.

Non-agenda item
The committee was provided with a summary of development activity on the bug/feature request system that Pete is working on. Maureen asked that the committee review and provide comments and suggest potential directions for further development of this system.

Agenda topic #1 –
Maureen summarized the testing that has taken place on the new Purchasing module. Kathy has been testing and providing feedback to Allen on an on-going basis. MSI has several persons testing and provided a summary of findings to Maureen prior to the meeting.

There was some discussion about the two different approaches to testing. Allen indicated that he prefers a more dynamic interaction where he can make corrections to the software on a continuous basis. MSI prefers to test in well-defined blocks and proceed only when all items reported are resolved. The committee felt that both approaches were valuable and should continue.

As with the Personnel module, the question was asked if a task force should be formed for the Purchasing module. Allen did not feel that it is necessary at this time but several other committee members expressed their interest in doing so. The committee agreed to proceed and Maureen asked committee members to submit names to serve on the task force. The task force is to be formed in the next two weeks.

Agenda topic #3
Two different examples of timelines to be used for tracking GUS development activity were distributed to committee members. There was only time for a very brief discussion and the committee was asked to provide feedback to Maureen after they have had more time to review the examples.

Agenda topic #4
Time constraints did not allow the committee to discuss this item but it was agreed that the committee would work towards submitting this report in April.

Meeting ended at 11:10 am