

# August 15 - Meeting Agenda

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**10:00 -10:20 → Meet n Greet**

**10:20 –10:45 → Project status update**

**10:45 –11:50 → Create detailed project timeline**

**Lunch → Noon - 1:00pm (Rare Book Reading Room 4<sup>th</sup> Floor)**

**1:00 –2:00 → Create agenda for Advisory Board meeting in October**

**2:00 –3:00 → Metadata discussion**

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# August 15 - Meeting Agenda - Morning

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## **10:00 -10:20 → Meet n Greet**

- Introduce new team members

## **10:20 –10:45 → Project status update**

- Each institution

## **10:45 –11:50 → Create detailed project timeline**

- Define primary phases of the project
- Break down phases into workflows
- Create schedule to reflect deliverables



10:00 – 10:20 → Meet n Greet

# Welcome!

Meg Miner

Sarah Fraser

Drew Vandecreek

Jaime Schumacher

Aaisha Haykal

Patrice Prud'homme

Matt Short

Lynne Thomas

Katharine White

Jeff Hancks

Stacey Erdman

## 10:20 – 10:45 → Project Status Update

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- ❖ Northern Illinois University
- ❖ Western Illinois University
- ❖ Illinois Wesleyan University
- ❖ Illinois State University
- ❖ Chicago State University



## 10:45 – 11:50 → Create Detailed Project Timeline

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- **Define primary phases of the project**
- **Break down phases into workflows**
- **Create schedule to reflect deliverables**



# LUNCH!

Please join us for lunch in the Rare Book  
Reading Room on the 4th Floor



Noon - 1pm


# August 15 - Meeting Agenda - Afternoon

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**1:00 –2:00 → Create agenda for Advisory Board meeting in October**

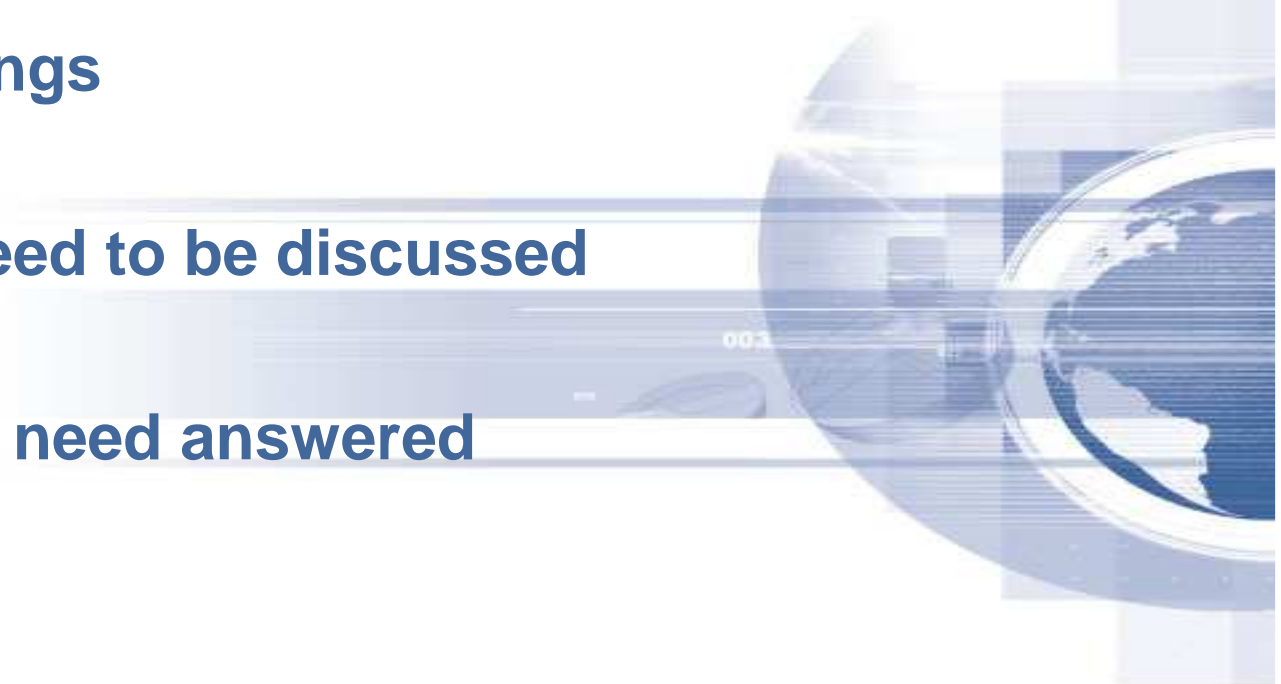
- Flow of meetings
- Topics that need to be discussed
- Questions we need answered

**2:00 –3:00 → Metadata discussion**

- Understanding what we know and don't know
  - How is metadata currently created/managed on our campuses
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1:00 – 2:00 → Create Agenda for Advisory Board Mtg


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- **Flow of meetings**
  - **Topics that need to be discussed**
  - **Questions we need answered**
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2:00 – 3:00 → Metadata Discussion

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- **Understanding what we know and don't know**
  - **How is metadata currently created/managed on our campuses**
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# Safe Travels Home!

