Legacy Transcript Planning Meeting Agenda

Date/Time: April 12, 2019, 9:00 – 11:30 am

Location: [WebEx](https://sbctc.webex.com/sbctc/j.php?MTID=mb8d2a2235c0760cf6f97ef74cdb48d1b) (see meeting invite for details)

# Project [Web Site](https://www.sbctc.edu/colleges-staff/it-support/legacy-applications/legacy-transcript-project/)

https://www.sbctc.edu/colleges-staff/it-support/legacy-applications/legacy-transcript-project/

# Attendees List

Chris Russ, Edmonds

Cindy Mowry, Clover Park

Gail Winkelman, Grays Harbor

Janet Garza, Columbia Basin

Jerad Sorber, Grays Harbor

Joyce Nicholas, Renton

Karl Smith, Everett

Kathy Rhodes, Seattle

Kimberly Ingram, Centralia

Marlena Afereti, Highline

Sindie Howland, Spokane

Theresa Nording, Skagit Valley

Ruben Flores, SBCTC

Sandy Main, SBCTC

David Coffman, SBCTC

Greg Gamble, SBCTC

Marla Coan, SBCTC

Ryan Jackson, SBCTC

Not able to attend:

# Agenda

| Agenda Item # | Agenda Topics | Group Participation | Time |
| --- | --- | --- | --- |
| 1 | Welcome | Informational | 9:00 |
| 2 | Review Design document Ver 01  *Please review the design document and be prepared to answer questions noted in the document.* | Discussion | 9:10 – 11:10 |
| 3 | Next steps | Informational | 11:10 – 11:20 |
| 6 | Meeting wrap-up   * General feedback * Suggestions for next meeting | Discussion | 11:20 – 11:30 |

# Open Action Items

| Action Item # | Action Item (What) | Action Follow-up Owner (Who) | Action Status | Action Feedback\* (How) |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |

# Closed Action Items from Last Meeting

| Action Item # | Action Item | Action Follow-up Owner | Action Feedback |
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Prepared by ..