

# Agenda for May 8, 2003

## MnSCU Information Technology Summer Educational Conference

### Planning Meeting

1. Program – Niels & Michele
  - a. Breakout sessions
2. Registration & Payment – Ken
3. Course materials – portfolios & pens – Michele
4. Exhibitors – Michele, Shannon, & Tiffni
  - a. Registration & Payment
  - b. Communication
5. Accommodations @ SCSU
  - a. Room accommodations
    - <http://condor.stcloudstate.edu/~atwood/conference.html>
    - i. Meals
    - ii. Breakout sessions
    - iii. Command Center
  - b. Parking & Security – Gary
  - c. Technical
    - i. SCSU – Phil & Clint
    - ii. MSU – Bryan & staff
6. Hotel – Kelly
  - a. Banquet on Tuesday night – Kelly
7. Communication
  - a. CIOs – Mark
  - b. Campuses
8. Website – Ross
9. Budget
10. Timeline
  - a. What's left to do & Assignments
  - b. What should happen in the next 30 days
  - c. Critical dates
  - d. Next Meeting Date: