Meeting Notes
LMS AD HOC TASK FORCE
January 18, 2012

1. Reviewed and Discussed timeline
   - January 27--specs to purchasing
   - early February--post ITN
   - early March--review submissions
   - March 26-April 2--vendors on campus
   - April 9-wrap up session-
   - end of April--IRC/PBC summary and finding report

2. Reviewed matrix--decided to divide into two sub-groups: user and system
   Pat to meet with Randy and Luis about technical documentation and distribute changes to matrix
to the group. Will prepare specifications for hosted and self-hosted solutions
   CJ, Els, Andrea, Angela, Jaffar, Scott and Kolve to meet and formulate specs for the interface
   matrix

3. Questions for Rick Pence
   How long from when we give you the ITN does it take before it will be posted?
   How long is the review and submission period?
   How do we handle vendor information sessions?
   When does information become public?
   When should vendors come?

4. Website--Andrea to update with revised report

5. Discussion of how we engage expert ANGEL faculty in the process--Angela to speak to Doug
   Harrison and report back to the group

6. Conference call with Broward--Elspeth to schedule and notify the group

7. Scope--Randy to draft and share with the group

8. Feedback instruments for vendor visits

9. Next meeting--January 25, 10:30 am