

Topic: Daptiv Steering Committee

Meeting Date: 9/4/21008

In attendance

Cecilia Talamantes, Joan Cyr, Rob Smyser, John Hynes, Derek Jaeger, Sophie Wong, Pat Sheppard, Darlene Fladager

Agenda

- Formalize Steering Committee Profile
- Establish Operating Guidelines
- Review & Discuss Open Issues

Discussions / Notes

- Prioritizing changes to Daptiv should be included in the Profile. With this addition, the Profile was approved by the group.
- A demo of Daptiv functionality could be helpful in bringing all members of the committee to the same level of familiarity with the tool. In addition, a presentation of how each directorate / team uses Daptiv would be helpful and should be included starting with the next meeting.
- Operating Guidelines:
 - Proposed changes must have a sponsor / requestor who will present the change to the Steering Committee. Each change should be accompanied by a completed Change Request form and, when possible, by samples showing the impact of the change.
 - The proposed change will be discussed during the meeting and a recommendation will be made.
 - Steering Committee members will be responsible for bringing the recommendations to their Director for approval and will communicate the Director's feedback to the Steering Committee Chair.
 - The proposed change and the feedback from the Directors will be discussed during the next meeting and a final decision will be made.
- Issues
 - Change the Core Team block on the Project Snapshot to include either PM & Sponsor or Allocated Resources & Resource Type
 - The group felt that the PM & Sponsor option was the way to go and agreed to take this recommendation back to their Directors for approval and would e-mail results to the Committee Chair.
 - Add the Project State (Not Started, In Progress, On Hold, Completed, Cancelled) column to the Director's Portfolio Summary Report
 - The group felt that adding this field would be useful and agreed to take this recommendation back to their Directors for approval and would e-mail results to the Committee Chair.
 - Establish a naming standard for projects within Daptiv
 - The group feel that more discussion was needed on this and it was pushed off to a future meeting.
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Action Items or Issues	IS&T owner	Date added	Status	Status Detail
Update Profile	Darlene	9/4/08	Completed	Profile updated & posted to wiki
Create Change Request Form	Darlene	9/4/08	Green	Change request created in Daptiv, needs team review & approval
Setup e-mail list and wiki (should be a child of the Daptiv wiki)	Darlene	9/4/08	Completed	daptiv-steering@mit.edu set up and team members added. Wiki page set up.
Provide Director's feedback on discussed issues.	Steering Committee Members	9/4/08	Green	Team members need to review proposed changes with directors and provide feedback to Chair.

Red – Requires escalation **Yellow** – Not progressing as planned **Green** – Progressing as planned **Completed** – Completed