UW BUSINESS INTELLIGENCE
UWBI 2019 Winter Summit Developers Forum

Meeting Called by	UWBI Team (Brian Keen, Robert Flum, and Celia Braker)	Date	02.19.2019
Invitees/Participants	UWBI Developers https://www.wisconsin.edu/bi/uwbi-gorvernance/	Start Time	11:00AM
Meeting Place	780 Regent St. Madison, WI 53715 Rm. 126A & 126B *** *Free parking passes included and can be picked up in Rm. 126A & 126B to be placed in your windshield prior to the meeting.*	End Time	4:30PM
Phone Bridge	Skype not suggested but possible with poor weather conditions.	Facilitator(s)	Brian, Celia, and Institutional Representatives
Purpose of Meeting	UWBI 2019 Winter Summit Developers Forum	Note Taker	Celia and/or Institutional Volunteer

Justification: The UWBI 2019 Winter Summit Developers Forum is designed to gather the UWBI institutional Developers together to learn, share, and educate on the status of technical requirements, continuous operations, troubleshooting, RPD Development, and support. It is an open summit forum where statewide UWBI technical professionals can get resources, tools, and strategies through panel discussions, demonstrations, hands on, face-to-face, and group work opportunities with UWBI technical peers. Attendees will be from various institutions representing all systems-encouraging all institutions to attend.

Agenda Items
Lunch Team Networking (Lunches based on your RSVP Dietary Restrictions)

1. Welcome, Introductions, and Explanation of Purpose

2. Campus Introductions
   - Each institution attending will:
     o Introduce self
     o Status update (can be via demo/PowerPoint presentation/handout/etc.)
     o High level overview of success and needs
     o Strategy & goals
     o Topics of interest and/or discussion

3. Team summarization and evaluation of shared needs, goals, topics of interest, and road mapping day

PM Break

4. Discussion
   - Troubleshooting work-time
   - In depth-demos
   - Testing and validation sessions
   - Tips and tricks
   - Resources and Tools
   - Feedback

5. Next Steps/Action Items and Closing Remarks

Meeting Adjourned

Your Notes		
Action Items	**Responsible**	**Due Date**
1.		
2.		
3.		
4.		
5.		

Minutes / Comments / Notes

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