BI Project Coordinator/BI Executive Sponsor Meeting Notes
June 23, 2017

Attending: David Stack, Kathy Luker, Mark Treiber, Cati Cederoth, Zac Palet, Beth Schaefer, Josh Ebert, Jonathan Hanes, Ed Melchior, Stephanie Warner, Dale Matenaer, Kay Steiner, Bob Dasika, Andy Cunningham, Tim Lehmann, Chip Eckhardt, Sally Eckwright, Jon Allen, Barb Holschbach, Anne Milkovich, Mark Clements, Jordania Leon-Jordan, Robert Flum, Amy Crist, Joe Kmeich, Shawn Voth, Jen Chapek, Shane Webb, Stephen Scott, Mike Olson (Superior), Elena Pokot, Lynsey Schwabrow, Mike Olson (Whitewater), Werner Gade, Lisa McGrath, David Blough, Lorie Docken, Nikki Burton, Scott Larson

Facilitator: Kathy Luker
Note taker: Mark Treiber

1. **Review Agenda** (Kathy)

2. **Status of Central OBIEE Environment** (Mark)
   - **Accomplishments**
     1. Authentication/Authorization using Custom Auth Table implemented
        - Oracle Bug is resolved (workaround no longer necessary)
     2. UW-Platteville testing central environment
     3. UW-Madison (BI Publisher) planning started on migration to central environment

   - **Next Steps**
     1. Work with UW-Eau Claire to implement their User/Roles and test (after UW-Platteville tests)
     2. Develop documentation/instructions on use of Auth Table and migration process
     3. Automate load of Auth Table to OBIEE -- work with Middleware
     4. Timeline for Test (QA) & Production readiness in progress

   - **Q&A**
     - Q: How is Madison using BI Publisher?
       - A: Both Madison & Platteville will both be using BI Publisher,
     - Q: What is the expectation from campuses on the Auth Table
       - A: We are currently doing the steps manually but those processes will be automated

3. **Progress Dashboard** (David)

   - **Visual Analyzer Questions**
     - Training on July 11
     - Currently licensed only for Mash-ups
     - Kathy to send attendees to Coordinators

- **Risks**
  - **Adoption**
    - Training Manager approved to be hired
  - **Schedule**
    - To be presented in July
  - **Technical & Support**
    - Merge manager offered accepted, waiting on start date

4. **Shared Query Re-development Process** (Zac)
   Lessons learned from the recent development process of building new data structures, building the RPD, and dashboard/report development:
   - Use an iterative approach in building the RPD, testing, remediation, report build, repeat.
   - Communication and having everyone in the room is key (ETL, RPD and report developers).
   - Use structured processes as much as possible – define what is critical and what is not.
   - Document the development process on paper. (Zac will share the visio diagram with the group.)
   - Testing, testing, and testing – in all phases – critical.
   - The team uses an agile approach in the development process – daily stand-ups and weekly sprint planning meetings.

5. **Share Query Demo & Central Development Demo** (Cati/Robert)

6. **July 11th Summer Meeting:**
   - July 10: Visual Analyzer Training
   - July 11 – Summer Meeting
   - July 12-14: Reports and Dashboard training

7. **Next Meeting:**
   - BI Project Coordinator meeting on July 7th.