

**UT-Austin**  
**ProCard Project Team Agenda/Notes**

<b>Project Team:</b> <b>Date:</b> <b>Start/End Time:</b> <b>Location:</b>	ProCard Policy and Process Team February 5, 2019 9:00 to 10:30 am UTA 5.522 Conference Room
<b>Team Members:</b>	Susie Brown, McCombs School of Business (by phone) Dorothy Gillette, College of Pharmacy Theresa Kelly, Integrative Biology, College of Natural Science (not present) Julie Lake, Jackson School of Geosciences (not present) Cynthia Martin-Hajmasy, Internal Audit Erica Moreno, Athletics Sara Palacios, Cockrell School of Engineering Cheryl Pyle, Office of the Dean of Students Amy Ramirez, College of Fine Arts Andy Spiegel, College of Liberal Arts (Team Leader) Ellis Trinh, Dell Medical School Echo Uribe, Briscoe Center (by phone)
<b>Staff Resources:</b>	Felix Alvarez, Process Owner (not present) Matt Burns, Administrative Support (not present) Kendyl Cervenka, Subject Matter Expert Olga Finneran, Communications (not present) Ed Horowitz, FIS (not present) Natalie Kendrick, Subject Matter Expert Terri Shrode, Subject Matter Expert Alice Gustafson, Project Manager (by phone)
<b>Invited Guests:</b>	Carol Lee, Information Technology Services (not present)
<b>Objectives:</b>	To check-in on process walks, answer questions and provide a data collection update. Review CUBO presentation.

----- **AGENDA** -----

TOPICS	WHO	TIME
1. Welcome	Andy	5 min
2. Walk the Process – how is it going?	Process Walk Teams	20 min
3. Data Collection – how is it going?	Data Collection Subteam	20 min
4. CUBO presentation review	Andy, Erica, Sara	30 min

5. First look at Website	Olga	10 min
6. Wrap-up	Andy	5 min

Meeting Notes:

1. Andy welcomed everyone to the meeting at 9 am. Attendance is recorded within membership section above.
2. Walk the Process – Three walks are completed. More scheduled for the end of this week or next week. Advice from those who completed was to ask many questions to get into the details of the process. Also the teams were careful not to offer solutions or make judgements. Observations were that several folks were not as forthcoming as in VOC interview.
3. Data Collection – Alice provided summary of last week’s initial meeting of the subteam. Reviewed the data collection plan and also the initial data set provided about total UT spend and ProCard spend. Subteam meets again on Feb 6.
4. Andy provided a walk through of the CUBO presentation now scheduled for Feb 21. The team offered specific suggestions and overall feedback. It was suggested that CFO Bazzell provide the context for urgency in his opening comments prior to the presentation.
5. Andy introduced the draft website in Olga’s absence. The team offered suggestions and comment, as well as taking specific assignments to provide content. See action items for assignment details.
6. Next meeting is Feb19. Tentative agenda includes final walk through of CUBO presentation, website review, WTP analysis and data observations.
7. Andy closed the meeting at 10:15 am.

<b>ACTION ITEMS (from Today’s Meeting)</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>
History of ProCard summary for website	Teri, Susie, Cheryl	2.12.19
Summary of Internal Controls for website	Cynthia, Kendyl, Alice	2.12.19
Presentation feedback to Olga	Andy	asap
Website feedback to Olga	Andy, Alice	asap
Timeline for website	Andy, Alice	2.12.19