|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting Summary** | | **Project Name:** | | PMO Website | |
| **Date:** | | Thursday, October 24, 2013 | |
| **Time:** | | 3:30-4:00pm | |
| **Attendees:** | | Michelle Dayton, Florence Yun, Roni Rivera | | | |
| **Non-Attending Invitees:** | | Heather Tomley | | | |
| **Agenda Items** | | | | | |
| Summary of 10/24 Meeting:   1. Team provided feedback to RR's meeting agenda example 2. Team reviewed Metrics Data PDF and "PMO Metrics" section on home page 3. Team reviewed home page image options decided to purchase 2 photos from Shutterstock.com instead of doing photo shoot 4. Team discussed keeping PM articles to a maximum of 5 5. Team discussed statuses on Action Items:  * FY to send RR links to helpful project management websites, to be added to the "Resources" Tab. * FY to send RR samples for 1) FTP Planning and 2) Risk Matrix * RR to request additional Budget templates from Jim. * MD to request final approval of PM Menu of Services document from Jim. * HT to forward PMI articles that we can publish on our site to Roni. | | | | | |
| **Decisions Made** | | 1. Team decided to purchase stock photos instead of doing photo shoot 2. Team decided not to include Budget template on PMO website 3. Team decided to update the Active LUC PMO Projects spreadsheet on a quarterly basis. 4. Team decided that no additional website sources for PM articles are necessary. | | | |
| **Issues Identified** | | N/A | | | |
| **Follow-up Action Items** | | | | | |
| **#** | **Item** | | **Responsible Person(s)** | | **Target Date** |
| 1 | Request final approval of PM Menu of Services document from Jim. | | Michelle Dayton | | 11/5/2013 |
| 2 | Get Jim’s final approval on 2 images from Shutterstock.com | | Michelle Dayton | | 11/5/2013 |
| 3 | Forward PMI articles to Roni. | | Heather Tomley | | 11/5/2013 |
| 4 | Send RFP/RFI process to Roni. | | Florence Yun | | 11/5/2013 |
| 5 | Forward Shutterstock photos to Michelle. | | Roni Rivera | | 10/25/2013 |
| 6 | Re-send PM Hut articles to Michelle for approval | | Roni Rivera | | 10/25/2013 |
| 7 | Edit Metrics Data PDF and "PMO Metrics" section on home page | | Roni Rivera | | 11/5/2013 |
| 8 | Edit/brand HT & JH’s Tracking Lists | | Roni Rivera | | 11/5/2013 |
| 9 | Continue working on filling out PM sample templates | | Roni Rivera | | 11/5/2013 |
| 10 | Cancel photo shoot | | Roni Rivera | | 10/25/2013 |