**Committee Meeting Tentative Schedule and Agenda**

Location:

ITS Athens, Rooms 104 and 105

<http://www.usg.edu/information_technology_services/contact/directions>

Meeting Goal:

To document CAO recommendations for each module, customizations to keep, drop, add

Schedule:

Start Time Monday, April 28th: 9:00am

Breaks: Ad-hoc

Lunch: 11:45 – 1:00pm

Goal: To complete module presentations by 4:30pm

Start Time on Tuesday, April 29th: 8:30am

Breaks: Ad-hoc

Lunch: 12:00-1:15pm

**CAO Meeting following lunch**

Agenda Day 1:

* Welcome
	+ Housekeeping (restrooms, break room, etc.) - David
	+ Objectives and deliverables – Vikki/David
* Order of Module presentations of modifications (Drop, Keep, New)
	+ AM
	+ GL/KK
	+ Expenses
	+ ePro
	+ PO
	+ AP
	+ Security & Workflow

Agenda Day 2:

* Travel and expenses solution discussion
* GeorgiaFIRST 2 – 5 year roadmap discussion
* Question and answers/open discussion
* Chief Accounting Officers Only Agenda