

School Information Management Systems Group (SIMS) Meeting Minutes

Date/Time/Place	Wednesday 24 June 2015	
Attendance	Attending	Apologies
Martin Wright		X
Jenny Chard	X	
Tim Colles (Chair)	X	
Graham Dutton		X
Kate Farrow	Stuck in a previous meeting	
Kate Hardman	X	
Fraser Pullar		X
Pim Totterdell	X	
Julie Young		X
Urara Hiroeh (secretary)	X	

Item 1	Previous Minutes <ul style="list-style-type: none"> • No correction • Previous actions: <ul style="list-style-type: none"> ○ KF action from previous minutes – not needed until August, so not urgent, but not done yet ○ Individual meeting (TC action) – not done yet ○ Telephone directory – Kenny Bell still working on it ○ Teresa Ironside when leaving her previous post passed on information to TC 					
	Actions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">KF</td> <td>Action from previous meeting</td> </tr> <tr> <td style="text-align: center;">TC</td> <td>Individual meetings</td> </tr> </table>	KF	Action from previous meeting	TC	Individual meetings
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TC	Individual meetings					

Item 2	Theon Developments – Existing projects, ongoing developments and priorities – TC	
	PAVD	
	<ul style="list-style-type: none"> • Still outstanding 	
	PGT	
	<ul style="list-style-type: none"> • Discussed 	
	Changes to 3rd yr marks during resit period last session	
	<ul style="list-style-type: none"> • Will be discussed separately 	
	HR	
	<ul style="list-style-type: none"> • Meeting scheduled for next week (JC) 	

Item 3	Room creation (raised by GD)	
	<ul style="list-style-type: none"> • Need to identify who is responsible for room creation/changes (different from room assignments – they fall under remit of HR and KM) • Non-tutorial – PT - KM happy to take this – will get info from Eileen Metha • Tutorial rooms – KH happy to do this • Need MW to discuss further 	

Item 4	Resource
	<ul style="list-style-type: none">• Not discussed

Item 5	AOB
	<ul style="list-style-type: none">• KH will produce Theon wish list similar to one written up by Grad School (inc priorities)• Extra security step may be required to log onto Theon in the future• Paul Anderson's calendar issue, discussed