



DRAFT Agenda IADISC meeting

Sunday-Monday, February 5-6, 2006
Location: Minneapolis, USA

Sunday February 5		
8AM-9AM		
Session	Topic	Documents
Introductions and Regional Updates	<ul style="list-style-type: none"> • ACOPOZOA – Maria Clara Dominquez, Jairo Maldonado • AMACZOOA – Danilo Leandro, Yolanda Matamoros • AZA – Paul Boyle, Sue DuBois, Andy Odum, Bob Cook, Bruce Bohmke, Robert Erhardt, Nilda Ferrer • AZCARM – Richard Sheffield • CAZA – John Carnio, Bill Peters • CAZG - Xie Zhong • EAZA – Frands Carlsen, Duncan Bolton, Bart Hiddinga, Sandra Silinski, Ulrike Rademacher • FUNPZA – Magaly Ojeda • ARAZPA – Kevin Johnson, John Inkson • PAAZAB – Ian Espie, Dave Morgan, Tracy Rehse, Karl Westphal • JAZA – Kazu Takami, Kazuyoshi Itoh • SAZARC – Sally Walker • SEAZA –Loretta Ho • Taiwan – Eric Tsao <p>(Bold means confirmed attending Minneapolis meeting)</p>	Regional Updates
9-10AM		
ZIMS Project Timeline Review	<ul style="list-style-type: none"> • Project timeline update (Hassan) <ul style="list-style-type: none"> ○ System Use Case review ○ UAT ○ Deployment ○ Training ○ Data Migration ○ Other 	Timeline
Break 10-10:30am 10:30-Noon		
System Use Case Review Process	<ul style="list-style-type: none"> • Focus Groups • Review Process • Reports 	Iadisc link zimsforum Portal link
Lunch Noon-1PM 1-3PM		
Data Standards Early Adopters	<ul style="list-style-type: none"> • Electronic Review Process for standards – Document Champions • Completion of data standards <ul style="list-style-type: none"> ○ Process for rapidly finishing the standards ○ Process for adding new values to the standards after deployment – these will be suggested by individual institutions, but we need a process for review of these. • IADISC's role(if any) with Alpha and Early Adopters 	SME db Participant List Standards Process Map
3-5PM		



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Training and Deployment	<ul style="list-style-type: none"> • Methods and timing of training • Deployment in various regions 	
Monday, February 6		
8-10 am		
ZIMS Project Risk Management Review	Monitor Status: <ul style="list-style-type: none"> • Funding (Nate?) • Lack of communications • Disproportionate representation of users • Disparity Between Project Budget and Stakeholder Expectations • Failure in capturing user requirements and receiving user acceptance • Institutions reluctant to use ZIMS 	RMP
IADISC Strategic Planning	<ul style="list-style-type: none"> • Formation of an IADISC Executive Committee/review Bylaws • 3 year plan • 6mo – 1 year plan reviewed • Funding opportunities 	Plan
10-10:30am		
10:30am – Noon		
Next Meeting IADISC communication	<ul style="list-style-type: none"> • IADISC officers update – Vice Chair, Secretary • Chair position • Meeting Location/ Dates • Communications 	Charter Roles description
LUNCH Noon – 1 pm		
1-3PM		
Summary and Task Review	<ul style="list-style-type: none"> • Review Task list • Wrap-up • Report to CBSG/WAZA/ISIS Board 	