



Facilities Management – Facilities Information Systems

BAS - FM Bi Weekly Meeting

Location: FM RM 119

Date/Time: Wednesday, February 9, 2011 at 10:30 AM

Purpose of Meeting:	This meeting is being held to review current FM BAS projects and discuss requirements for future projects.	
Facilitator/Coordinator:	Attendees:	Absentees:
David Champion, BAS Analyst	Tom Sparks	Ray Dinello Pamela Duff

AGENDA				
Time	Topic	Attendees	Facilitators	
10:30 AM	Introduction <ul style="list-style-type: none"> • Agenda Overview 		DC	
10:45 AM	BAS FM Projects RUP2 Alarms <ul style="list-style-type: none"> - Working with ALX to create requested alarms from RUP2 - Installing AX Workbench on Laptop - Bobby is working to get me Alarms console client for AX for Demo use Inventory Status 87% need help from Chris locating remaining JACEs (scheduled for this afternoon) Inventory of Meters <ul style="list-style-type: none"> - Need information on all existing meters - Next meters and action plan for adding JACEs for meters to BAS 		DC	
11:15 AM	Questions/comments		DC	
	Meeting Outcome and actions to be completed <ul style="list-style-type: none"> • Review Next Steps <ul style="list-style-type: none"> ○ Next meeting: March 23, 2011 at 10:30 am in FM 231 ○ Agenda: review project list and determine status ○ Invite Bill to the next meeting • VES Database restore has been requested • Review Action Item Assignments, if applicable 		DC	
11:30 AM	<i>Adjourn</i>			