

MUG Meeting Notes
Thursday, January 15, 2004

Gary Daters facilitated the meeting.

Eunice Dell spoke about the MUG leadership team, whose purpose is to guide the direction of the users group. Topics for the monthly meetings are determined from user suggestions and identified needs. Eunice encouraged MEMFIS users to contact members of the leadership team to ask questions and/or express concerns which would be considered as topics for upcoming meetings and/or forwarded to the MEMFIS project team.

Also, there is opportunity for staff to become a member of the leadership team. Some staff who have served on the leadership team for almost two years will soon be stepping away from this group and new members are needed. Membership does not involve a large time commitment. Anyone interested in joining the leadership team should contact Eunice Dell, 3-2382, or eunice.dell@uni.edu; or any member of the leadership team.

Agenda Item #1:

Managing Timecards – Eunice Dell shared information about the timecard approval process and additional responsibilities available for managing timecards via a PowerPoint presentation. A handout to accompany the PowerPoint presentation was distributed. This handout is available at http://aflink.af.uni.edu/memfis/documents/tips/managingtimecard_mug.pdf

The next MUG meeting is Thursday, Feb. 19, 2004; location TBA. The agenda will include a presentation on using financial reports to assist you in managing your accounts.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu.