Action Items for Management Meeting of March 5, 2010

- **Everyone** to review CNI paragraph attached - no later than Monday so that Susan can send to CNI on Monday.
- **Luc** to ask Laine Farley from CDL to moderate CNI session
- **Susan** to talk to Bill about using Paul to develop integrated web site. College of Education to set up an instance of Drupal? Also look into paying monthly at a hosting service like Media Temple.
- **Susan** to call Katherine Kott re: moderator of the CNI panel (wait on this until we hear from Laine)
- **Susan** to put up Roadmap of deadlines for topics on wiki - by Monday
- **Susan** to send updates each Friday on working with groups and updates - ongoing
- **Susan** to send out call for agenda items for next Friday's all project call.
- **Susan** to send out agenda for meetings a day ahead - ongoing.
- **Beth** to start fleshing out program outline for CNI (first draft and then send to group)
- **David** to make a list of participants and date for the intermediary meeting so that Susan can begin organizing (Review of the functional requirements document with the archivists and a couple people at NYU to ask questions about requirements in case there's some internal conflicts. In April at the end of the week when we get back from CNI. Joe Poletko, Brian Hoffman.)