Minutes of the Meeting
March 13, 2007
3:00 – 4:00 EDT

On the call:
Lawton, Kirke AAMC
Mills, Steve California School Information Services
Morris, Michael ACT, Inc.
Parrish, Lisa A. SunGard Higher Education
Rothenberger, Jeanenne Purdue University
Stewart, John T. (“Tom”) AACRAO SPEEDE

Agenda:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lead</th>
<th>Time</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Review</td>
<td>Morris</td>
<td>5 min</td>
<td>completed</td>
</tr>
<tr>
<td>Minutes Review</td>
<td>Morris</td>
<td>5 min</td>
<td>forgot</td>
</tr>
<tr>
<td>Action Item Status</td>
<td>All</td>
<td>15 min</td>
<td>completed</td>
</tr>
<tr>
<td>Review Implementation Guide</td>
<td>All</td>
<td>30 min</td>
<td>Discussion. Need to finish next week</td>
</tr>
<tr>
<td>Summarize new Action Items</td>
<td>All</td>
<td>5 min</td>
<td>Summarized</td>
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Minutes: Morris

Meeting Summary:
- We reviewed and modified the subtest element structure. Most of the time was spent on discussing the implications of an enumerated subtest name.

New Issues:
- Do we need to encode the test metadata for use by recipients?
- Should test metadata be included with the transmission of test scores?
- Do we use the current subtest name for a test that had a different subtest name in the past but whose score is equivalent?

New Action Items:
- Send out list of subtests to workgroup
- Make changes to the schema and implementation guide as identified in decision section

Decisions:
- Make the recipient code optional in the TransmissionData structure but have its use as “highly recommended”
- Add EssayPrompt field to Essay element
- Remove EssayImage from Essay element

The meeting was adjourned: at 4:02 EDT.

Upcoming Meeting Times:
March 20, 27
April 3, 10, 17, 24

Respectfully Submitted,

Michael D. Morris