Minutes of the Meeting
July 8, 2008
3:04 EDT

On the call:
Coley, Joyce        LSAC
Hirst, Melanie      LSAC
Morris, Michael     ACT
Parish, Lisa        SunGard Higher Education
Skrobela, David     College Board
Smith-Larson, Clare  Iowa State University

Agenda:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lead</th>
<th>Time</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Discuss review progress</td>
<td>All</td>
<td>25</td>
<td>Reviewed what had been done to review the implementation guide</td>
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<tr>
<td>Discussed Approach</td>
<td>All</td>
<td>10</td>
<td>Discussed how we would approach review</td>
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Minutes: Morris

Meeting Summary:
Discussed the approach each member took for reviewing the implementation guide and how we might proceed.

Decisions:
1. Make sure that the standard is available for review by staff members at each organization

Actions:
1. Michael will change the implementation guide to reflect the changes in the sector libraries
2. Clare will make SPEEDE aware of the standard at the meeting this week.

The meeting was adjourned at 3:40 PM.

Upcoming Meeting Dates:
July 29

Respectfully Submitted,

Michael D. Morris