Minutes of the Meeting
October 9, 2007
3:05 EDT

On the call:
Ferdinand, Susannah ACT
Mills, Steve CSIS
Morris, Michael ACT
Parish, Lisa SunGard Higher Education
Ruskin, Carol Oracle
Smith-Larson, Clare Iowa State University
Stewart, Tom AACRAO SPEEDE

Agenda:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lead</th>
<th>Time</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Agenda Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Done</td>
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<tr>
<td>Minutes Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Done</td>
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<tr>
<td>Test Code</td>
<td>Morris</td>
<td>10 min</td>
<td>Determined to use 5 digit code</td>
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<tr>
<td>Shorter TestScore Code</td>
<td>Morris</td>
<td>10 min</td>
<td>Clare Volunteered</td>
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<tr>
<td>Review of Proposed Standard</td>
<td>Morris</td>
<td>10 min</td>
<td>Discussed</td>
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<tr>
<td>Review of Action Items</td>
<td>Morris</td>
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Minutes: Morris

Meeting Summary:
The team discussed the composition of codes and decided on a solution for both the test code and test score codes.

Decisions:
1. Test Code will be a five digit code to match the length of the state codes (2 alpha followed 3 digits) and will be assigned sequentially to the existing tests in alpha order. Thereafter, new tests will be assigned the next sequential number regardless of alphabetic order.
2. TestScoreValue will use a CamelCase code with only alpha characters and numbers

Actions:
1. Michael will send out EducationTest structure for review. We need to be consistent in our naming of tags.
2. Clare will provide a CamelCase codes for EducationTestScoreCode.
3. Tom and Clare will try to find volunteers at the Workgroup Summit to review the implementation guide.
4. Susannah will complete Implementation Guide by 10/16.

The meeting was adjourned: at 3:50 ET

Upcoming Meeting Times:
October 23, 30

Respectfully Submitted,

Michael D. Morris