Minutes of the Meeting
Nov 18, 2008
3:04 EST

On the call:
Coley, Joyce LSAC
Hirst, Melanie LSAC
Mills, Steve CSIS
Morris, Michael ACT
Parish, Lisa SunGard Higher Education
Ruskin, Carol Oracle
Stewart, Tom AACRAO SPEEDE

Agenda:
<table>
<thead>
<tr>
<th>Topic</th>
<th>Lead</th>
<th>Time</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETSR Status</td>
<td>Morris</td>
<td>10 min</td>
<td>Reviewed deliverable and their status</td>
</tr>
<tr>
<td>ETSR Discrepancies/Changes</td>
<td>All</td>
<td>40 min</td>
<td>Identified issues with current deliverables</td>
</tr>
<tr>
<td>Next Steps</td>
<td>Morris</td>
<td>10 min</td>
<td>Described steps to submit standard for approval.</td>
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</tbody>
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Meeting Summary:
The team discussed improvements to the implementation guide and the core components submission workbook. Volunteers were solicited to join the Education Record workgroup that will maintain the ETSR as well as Transcript and Application for Admissions standards.

Decisions:
1. If an element has been newly created for the ETSR standard then it should appear in example code in the implementation guide.
2. We will not include tags without content in code examples.

Actions:
1. Michael will include parent elements in the core component workbook for the reused elements.
2. Michael will make the changes in the implementation guide to comments at the meeting and the material sent by Tom and Lisa before the meeting.
3. Michael will change the core submission workbook to include errors identified by Lisa in the elements on row 4, 10,11,29, 30, 50, and 51.

The meeting was adjourned at 4:00 PM.

Upcoming Meeting Dates:
As needed in response to CCB

Respectfully Submitted,

Michael D. Morris