

Portal Kick-Off Meeting

JANURAY 15, 2019

COMMITTEE LEADER	Terry Clay - Hudson Advisors
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AGENDA TOPICS:

- 1) Introduction
- 2) Review enhancement spreadsheet

NOTES:

- API committee will shift its focus to an overall web enhancements view.
- The goal of the subcommittee to prioritize enhancement and determine which requests are valid, which ones can be removed
- Ranking criteria 1: highest priority, 10: low priority
- When reviewing the list if another clients request seems important make a note of it in the spreadsheet.
- After committee gets movement the plan is to create a working shared file.

MEETING SCHEUDLE:

Subcommittee will meet on the 3rd Tuesday of every month from 3– 4PM EST

ACTION ITEMS:

- Committee members review list of all open Web Enhancements and prioritize by importance by next meeting 2/19
- If time allows review all enhancements and prioritize/comment other clients requests