New System Review Task Force  
Second Meeting (December 12, 1997)  
10:00am - 3:00pm  
University of Central Florida  
Draft Agenda

1. Review and approval of Minutes from September 29, 1997 meeting.  
   A. We may also want to have some discussion regarding keeping, reporting and sharing of minutes.

2. Discussion of Communicating.  
   A. Grady’s FTP Server (ftp://fcla:systemreview@143.88.37.244/).  
   C. Making Task Force Working Papers and other documents available to interested parties.  
   D. Task Force Members accessing of relevant information on the web and elsewhere: other RFPs (Library of Congress, Purdue, Illinois, etc.)

3. Discussion of Subcommittee Membership.  
   A. The question of membership has come up on several occasions. I would like some general discussion and review of each subcommittee membership.  
   B. John Hein has raised the question of whether we should call subcommittees by some other name. It makes me no difference what we call the groups, but we may want to discuss the name.

   A. I propose that each subcommittee chair provide a brief report on current status of subcommittee: what has been discussed; what are plans for future, etc. Please prepare handouts for distribution to each Task Force member at the meeting.  
   B. I suggest that the verbal presentations be rather brief so that we can cover all of them fairly quickly and gain a sense of our overall progress. Once that is completed we can decide where to direct our discussion in terms of how to proceed with the subcommittees.

5. Discussion of the RFI process and the list of “assumptions/givens” related to the new system -- Grady and Barry.  

   A. Prepare a list of needed steps.  
   B. Prepare a time table.