



MINUTES

Technology Committee Teleconference Meeting Tuesday, February 14, 2006 2:00 p.m. – 3:00 p.m. Eastern

I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order.
The following members participated in the call:

NAME	STATE/ORGANIZATION
Jesse Jordon	Kentucky
Robert Johnston	Hawaii
Joe Randall	Idaho
Steve Wilson	Idaho
Maria Martinez	Michigan
Blane Braunberger	North Dakota
Gordon Smead	Tennessee
Debbie Peterson	Texas
Chris Lane, Susan Ribe, Antonio Soto, Glenn White	Multistate Tax Commission

II. Public Comment Period

III. Approval of Minutes of Teleconferences: October 11, 2005; November 15, 2005; November 29, 2005; December 15, 2005; January 17, 2006

The October 11, 2005 minutes were not distributed to the committee so no vote was taken on those minutes. The following minutes were approved as written: November 15, 2005, November 29, 2005, and December 15, 2005. The January 17, 2006 minutes were approved as revised.

IV. Update on Reference Checks and Status of Contract with e.magination

Mr. Blevins provided an overview of the reference check process and reminded the committee that it had given its approval to move forward with a contract with e.magination. Ms. Ribe

reported that MTC director Joe Huddleston expects to sign a contract with e.magination shortly.

Tim Blevins, Gordon Smead and Susan Ribe summarized for the committee the reference checks conducted with three e.magination customers. They emphasized that the references were overwhelming positive about their e.magination experience. The interviewers were able to identify four areas to monitor:

- It is important to monitor the look and feel of the MTC web site development. Mr. Blevins encouraged committee members to bring forward any input on look and feel, e.g., links to attractive web sites.
- Data conversion was highlighted. One of the references had difficult data conversion needs. The MTC will have primarily document conversion need.
- Ongoing project management.
- User guides and other documentation. There is some language in the contract for documentation. Mr. Blevins suggested to draft tables of content for the documentation and get agreement to have the documents filled out based on those.

V. Review Mitigation Risk Strategies for Contract Work

Mr. Blevins described Kansas' stoplight form for risk mitigation. Ms. Peterson indicated that Texas uses a weighting scale for risk. Both will share these templates with committee.

Mr. Blevins called attention to the oversight roles document. He identified likely specific players for each role in the web site redesign and secure communications project. The "business community" would consist of mainly MTC staff, also states and the public whose workflow will be affected.

Ms. Peterson suggested that MTC committee chairs be consider part of the business community for purposes of oversight. She also indicated ways the oversight document should be modified to make it more generic. She called attention to the role of MTC

technology staff. Mr. Blevins indicated staff role will include ongoing security, email integration, and help with production, support, and training. Mr. White noted that MTC technology staff is developing an in-house understanding of content management, including seeking out expertise from the AIIM association.

VI. Update on Project Plan and Contract Discussion with e.magination Staff

No e.magination staff was on the call.

Mr. Blevins reported that e.magination has assigned a project manager. The committee planned topics to discuss with her for the next teleconference, including:

Her background

The project plan

Documentation and creating a table of contents for each piece

Risk mitigation strategies and documents

“Engagement Manager” role

Mr. Blevins also highlighted the following planning work:

Need for MTC input on constructing project oversight

Feedback from key stakeholders. Technology committee should develop key stakeholder list.

MTC is to send out to the committee a set of questions on secure communications to beginning formulating questions for the project manager.

VII. Planning for Next Teleconference and March 15th Meetings.

The next teleconference was planned for February 28, 2006.

VIII. Adjournment