I. Come to an agreement on what you want for each of the assignment deliverables. Notes:

- Presentation
- On-line manual
- Quit - will use WebCT
- Flies -
- Remote Access Policy Content:
  - Use what is approved
  - SLA
  - AU P
  - Industry Standards

- Participation Activity -

II. Assign tasks to committee members. Each task should have a milestone to be accomplished by next week.

- AU P - James Johnson
- SLA - Erin Carrick
- Standards - Nick Downer
- Policy Content - Henry, Firoozeh