



## Agenda and Meeting Minutes

<b>Title / Purpose:</b>	First MiHIN Technical Workgroup Meeting		
<b>Meeting Date:</b>	Dec 17, 2009	<b>Facilitator:</b>	Mike Gagnon
<b>Place:</b>	Capital View, Lansing Mi Conference Room B-C	<b>Time:</b>	9:00 AM – 12:00 noon
		<b>Conf Call #:</b>	1-888-394-8197 Passcode: 869479

<b>Topic 1:</b>	<b>Workgroup Organization and Rules of Engagement</b>
Materials:	Presentation
Presenter:	Mike Gagnon
<b>Topic 2:</b>	<b>Finalize goals, objectives and strategies</b>
Materials:	Goals, Objectives and Strategies Document
Presenter:	Mike Gagnon
<b>Topic 3:</b>	<b>Overview of Early Adopter and Technical Assessment Results</b>
Materials:	EA Analysis (in presentation)
Presenter:	Mike Gagnon
<b>Topic 4:</b>	<b>Update on RFI responses</b>
Materials:	None
Presenter:	Samer Naser
<b>Topic 5:</b>	<b>Continue review of Conceptual Architecture</b>
Materials:	Conceptual Architecture Diagram Conceptual Architecture Narrative
Presenter:	Mike Gagnon

<b>DISCUSSION</b>	<b>Topic 1:</b>		
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1.			
2.			
3.			
4.			
<b>DISCUSSION</b>	<b>Topic 2:</b>		
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>



DISCUSSION	<b>Topic 3:</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
DISCUSSION	<b>Topic 4:</b>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	