I. Formally adopting the Committee Charge as amended per November meeting discussion
   • Recommended changes and edited document distributed via email 11/20/13

II. Updates from the SME working groups
   • Data Dictionary group
      o Last work session was 11/27
      o Defined overall scope (relevant AiM modules)
      o Added new sections to data dictionary
      o Future work sessions shall include PFMO (Kelcie Watai) to ensure streamlined Property (building/room) and Asset (equipment tracked in KFS) data between AiM and KFS

   • People Data/UH IMS group
      o Preliminary crosswalk to be introduced and reviewed by Committee --
      o Meeting with UH IMS – TBD

   • Policy Drafting group
      o First draft to be distributed in January

III. Information sharing on UH’s R25 scheduling software
   • In response to campus’ call for tool to calculate room utilization rates
   • R25, 25Live, and X25
   • Possible demo arranged by ITS-MIS group (Aaron Yamane)

IV. Update on standardizing data collection for national reports
   • National Science Foundation report
      o Manoa completing
      o Due December 2014
      o Standardized data sets mapped for future reporting

V. UH AiM blog site as a way to stay informed about AiM
   • UH AiM Public site ➔ Internal User Site ➔ Blog