User Group Operating Guidelines

1. Need to fix bugs and make this program stable and predictable.
   a. No new changes to program at this time
   b. Ongoing list of fixes needed to be developed (joanne to manage list)
   c. Group to develop list, prioritize them
   d. Thanh to determine, can this bug be fixed and how long will it take?
   e. Based on this info, Joanne will approve and Thanh will proceed with fix
   f. This group will test and provide feedback to Thanh

2. Need to determine how much rewrite is needed to fix the program and how much time is needed

3. Enhancement of program will be discussed by user group as to value, etc with input of how much time it will take to implement enhancement (Thanh). Joanne will determine which ones will go forward.

4. Identify best practices for implementation for Haw, Kaua‘i, Win, Hon, UHM
   a. Would like to contact with these campuses with Thanh to cease for the time being until # 1 and #2 can be addressed
   b. Will set up system meeting to update group and give campuses things to work on to prepare for implementation