

2017-05-01 - Reporting SIG Notes

Date

01 May 2017

Attendees

- [Lydia Pettis](#)
- [Charlotte Whitt](#)
- [Lynn Whittenberger](#)

Goals

- Overview of Google Drive to capture report info (Charlotte Whitt)
- Clarification of user audit trails
- Looking for a new convener (Lydia is retiring)

Discussion items

Time	Item	Who	Notes
	Google Drive	Charlotte	<ul style="list-style-type: none">• Google drive folder: https://drive.google.com/drive/folders/0B7G8S7WF6N20ekU1c2JSb1MzczQ• In stats: include examples of statistics library commonly collects<ul style="list-style-type: none">• University/institution level statistics• Could be either descriptive texts or screen-captures of actual examples• examples of particularly good or bad reports/statistics output are appreciated• "Functional requirements" collaborative spreadsheet<ul style="list-style-type: none">• What we need• How often we need those reports• Upload screenshots into 'functional area' folders - screenshot folders<ul style="list-style-type: none">• Naming convention = start your screenshot filename with your institution initials or other
	Audit Trail	Peter?	transactional data recording data needs to be captured right away; might not need to report on it immediately ensuring transactional data is captured & the 'right' data is captured what data needs to be in this transactional data?- who touched this record / what date & time SIG charge: create an inventory of data points/elements that are needed Question of definition of what audit trail means
	Convener		

Action items

- Upload report screenshots to the Google drive folder by next meeting: 5/8/2017
- Charlotte Whitt and Michael Winkler will create initial spreadsheet framework (column names)