

# 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"><li>• Google drive folder: <a href="https://drive.google.com/drive/folders/0B7G8S7WF6N20ekU1c2JSb1MzczQ">https://drive.google.com/drive/folders/0B7G8S7WF6N20ekU1c2JSb1MzczQ</a></li><li>• In stats: include examples of statistics library commonly collects<ul style="list-style-type: none"><li>• University/institution level statistics</li><li>• Could be either descriptive texts or screen-captures of actual examples</li><li>• examples of particularly good or bad reports/statistics output are appreciated</li><li>• "Functional requirements" collaborative spreadsheet<ul style="list-style-type: none"><li>• What we need</li><li>• How often we need those reports</li></ul></li><li>• Upload screenshots into 'functional area' folders - screenshot folders<ul style="list-style-type: none"><li>• Naming convention = start your screenshot filename with your institution initials or other</li></ul></li></ul></li></ul>
	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)