TASKS TO BE DONE BEFORE MAY 6

L. BUGG

FOR WSUL ONLY:

1. Site prep -- meet with J. Hammond and G. Harrison and PSD to discuss requirements for construction documents.

2. Geac implementation decisions needed --

   a. complete barcode report (needs a few phone calls and an edit)

   b. write database loading options report (may require meeting with GEAC rep, as recommended by B. Desmarais)

   c. finish Storage options document (needs a few more phone calls and a re-write)

   d. write local peripheral maintenance options

   e. write detailed implementation schedule from plans made to date

3. MERIT link requirements -- meet with CSC contact, Jerry K., et al., to discuss MERIT link requirements. Write up.

4. Compile revised GEAC answers to RFP specs, per meeting of April 17. Pending a few answers to come over the phone. Want to complete and discuss with DALNET.

5. Review the following documentation --
   a. SI contract provisions
   b. GEAC standard contract
   c. GEAC maintenance contracts
   d. Key Attachments to GEAC's bid

6. Review BNSI specs for the new Cataloguing Subsystem with WSUL LAPG and with DALNET. B. Desmarais is to send immediately.

7. Complete the list of contract issues for WSUL
   a. establish positions for each
   b. establish fallbacks
   c. establish acceptable remedies/penalties
   d. discuss with legal counsel

e. discuss with Boss, who is to compile
            his version pre-May 6.

    8. Detail system capacity and performance requirements
        a. including performance testing plans
        b. including payment schedules tied to perf.
        c. including capacities of new hardware proposed

FOR DALNET

    1. Consult with legal counsel

        a. Hire G. Alt
        b. Review draft of Articles of Incorp.
        c. Begin review of 1st draft of Bylaws

    2. Draft of prospectus is to be done April 25
        a. Write my section
        b. Meet with team to begin review of draft

    3. Complete review of Oakland Univ.'s joining
        a. Write my portion of the review
        b. Meet with review team to put together report
        c. Discuss recommendations with DALNET

    4. Schedule Director's meeting
        a. To review Oakland recommendation
        b. To discuss cost sharing for joint construction
            documents (report being written for this)

    5. Work on implementation plans and cost sharing/
        cash flow requirments

OTHER WSUL WORK

    1. Speech for Library School presentation
    2. Speech for MDMLG meeting
    3. LOM fiche project completion
    4. OCLC estimates and billing problems

4-19-85