

**Horizon Single Database Taskforce Minutes
November 3, 2004, 9:00 AM to 10:00 AM
University of Detroit Mercy Library**

Attending:

S. Martin, Chair; M. Dow, L. Grogan, J. Wrosch, E. Lindley

Absent:

M. Carr, A. Evans, G. Marck, M. Sheble

Brief Summary

Decisions Made:

Sub-committees will hold their first meeting by the end of next week
November 10th and November 24th meetings of taskforce cancelled

Task List:

Taskforce members will schedule and lead the first meeting of sub-committees
J. Wrosch will contact libraries without representatives on the sub-committees
S. Martin will e-mail documents for the sub-committees
J. Wrosch will send a letter of thanks to sub-committee volunteers
S. Martin will draft sub-committees reports for the Project Managers meeting
J. Wrosch will contact A. Evans regarding the Database Standards Committee's existing documents for Horizon modules

The minutes from the October 20th meeting were reviewed and approved. The project timeline was reviewed and approved. The sub-committee assignments were reviewed and updated. Taskforce members volunteered to convene and lead the first meetings of the sub-committees. S. Martin will lead acquisitions; L. Grogan will lead cataloging/authority records; M. Carr will lead circulation; J. Wrosch will lead public interface/searching; E. Lindley will lead security/system administration and M. Dow will lead serials.

Minutes submitted by,
L. Grogan