

## **Accommodation Services – April Programme Meeting**

### **Minutes of meeting held on 18<sup>th</sup> May 2016**

Attendees: Claire Barnish (CB), Andy Stewart (AS)

Apologies: Rhian Davies (RD)

#### **1. Programme Summary**

- 1.1. As a result of the project activity through April, there are currently no active projects within the programme having closed the project ACS033 - Student Application - Enhanced Student Data Feed and withdrawing the project ACS035 - Booking Agent Interface having determined that the activity could be catered for within the Applications Support environment.
- 1.2. The programme budget has now been reduced to 31 days due to project budget changes associated with ACS033 and ACS035

#### **2. Projects not Started**

##### 2.1. AP56-059 Delivered Catering External

Whilst this project was scheduled to commence in June 2016, CB advised

- 2.1.1. Ian Macaulay is currently investigation potential externally supplied solutions
- 2.1.2. As a subsequent tender process will follow, it is unlikely that any associated project work will be undertaken this year and agreed that the days set aside for this year should be moved into next year. This relates to 5 days in 15/16.

**Action: AS to adjust programme budget**

#### **3. Projects in Progress**

- 3.1. None

#### **4. Projects Scheduled for 2016-17**

With regards the projects scheduled for 16/17, CB confirmed that all the funded projects, noted below, were still scheduled to ahead and funding was in place for these.

**Action: AS to update spreadsheet issued by Kevin Brogan**

##### 4.1. Delivered Catering

- 4.1.1. Outline planning meeting to be scheduled with representatives from IS Apps and Accommodation Services (Ian Macaulay and Claire Barnish) in the next few weeks. Potential of externally hosted solution requiring interfaces with Kx and Finance

**Action: AS to organise**

##### 4.2. Kx database Upgrade

- 4.2.1. CB advised that planning for this project should be delayed until the new Accommodation Services IT Manager is in post in August. Scott Moncrief is scheduled to commence 21<sup>st</sup> June.

4.2.2. In noting planning for this project should not coincide with the next Kx Upgrade, CB advised that whilst the next Kx release, as part of the 18-month rolling programme, is scheduled for Spring 2017, it would be September / October August 2017 before Accommodation Services would deploy this to Test

4.2.3. CB suggested that a copy of the current infrastructure could be provided for Scott Moncrieff

**Action: AS to organise**

#### 4.3. Cashless Catering Phase 2

4.3.1. Outline planning meeting to be scheduled with representatives from IS Apps and Accommodation Services (Ian Macaulay and Claire Barnish) in the next few weeks

**Action: AS to organise**