

MAAP PRINTERS PROJECT STATUS MEETING December 4, 2007

I. Technical Design Status

A. Business Requirements Signoff

B. RFI

1. Selection of Evaluation Team (Sheri, Larry, Kelly, Gerry, Dave, Peter H., Dave, Dennis)
2. Definition of Evaluation Process- Completed
3. RFI Replies Due 12/4/07
4. Evaluation of RFIs 12/7/07
5. Receipt of Sample Forms 12/19/07
6. Obtain Test Printers 12/21/07

C. Consideration of all Options

II. Review Overall Project Schedule – Peter Hastings

1. Write Prototype Programs 1/8/07
2. Test Printers with Sample Forms 1/16/08
3. Select final Makes/Models 1/21/08
4. Select printer Sources for Quotes 2/6/08
5. Select Lowest Quotation 2/7/08
6. Order Printers via Grant 2/8/08

III. Review Open Project Issues List – Dennis

IV. Project Funding -Peter Croteau

A. Status

V. Next Status Meeting – December 11, 2007, 2:30 P.M., 2nd Floor Conference Room

VI. Wrap-up