The purpose of the Mines Project Governance Committee is to provide executive leadership and oversight of the project efforts at Mines.

**Attendees:**
- Rebecca Flintoft
- Vicki Nichol
- Heather Boyd
- Monique Sendze
- Clayton Durkee

The meeting started with the introduction of Monique Sendze, the new Deputy CIO. Everyone welcomed her to Mines.

Clayton started the meeting by asking how using email for project review worked for everyone. The responses were generally positive. He went on to say that since the in-person meetings are once a month, he might use a mid-month email to help keep the project review process moving.

The next topic was review of three project requests. Each request and the outcome is noted below:

1. **Banner 9 Self Service** - approved to move forward based on the need of the functional areas to understand what new functionality exists in self-service.
2. **SCCM for Client Services** - approved to move forward because a large portion of work has already occurred.
3. **Earth Observation Group Integration** – the committee requested more information to help understand the background behind this project. Clayton will follow-up with any additional information by email.

The review of the requests led to a discussion about how the committee will look at them. One aspect was whether the request was “Mandatory” or “Discretionary.” A first pass was made at defining the terms and it is included in the PGC workspace.

There was also some discussion around the approach for prioritizing projects. Vicki noted that the committee should understand what the implications are if one project is approved from both a resources standpoint and what other projects would not be done. Clayton noted that as we continue to improve TeamDynamix that data will be available and could help with decision-making in those areas.
Questions were raised around acquiring software and projects. Clayton showed the members the current flow chart of the Software Approval Process, noting that projects over 100 hours would follow the Project Request Process, and would be reviewed and approved by the committee. Vicki asked who would open the request (in the process). Clayton said he would take that question back to the group working on the processes.

Finally, Clayton showed the committee members how to see project requests and projects in TeamDynamix that the committee will be reviewing. The committee also began thinking about what kind of information should/would be passed on to ITEC. The potential with the system was noted but also that more work needs to be done.

There was not enough time to have the workflow discussion so that will happen at a future meeting.