Project Launch:
On February 18th a half day project launch was conducted with project sponsors and potential team members. The group discussed the difference between communities and committees and other types of organizations. Operating principles, or how we commit to working together, were identified. Launch participants shared the particular role or skills they bring to the project. The charge to the project team was shared and participants were asked to opt in or out of the role of core team member or resource team member. Based on this activity the core team and resource team membership was defined. Core team members include: Amy Brooks, Wes Craig, Karen Kuffner, Justin Laby, Vasilios Pliakas, and Liz Salley. Resource Team members include: Kitty Bridges, Renee Frost, John Gohsman, James Hilton, Laura Patterson, Cory Snavely, and Wayne Wilson.

Core Team Activities:
The Core Team has scheduled weekly two hour meetings, beginning the week of March 1st. In addition to the meeting time, team members will spend additional time preparing materials and reading background information. The first week we refined our operating agreements, identified all deliverables for the project, and drafted a communication plan. The team agreed to keep meeting notes and to share the notes with a wider community as part of our communication strategy. Notes will have a one week delay from the meeting time. Next week we will focus on a requirements gathering strategy, a method for capturing information about the current use of directories, and beginning to identify relevant directory standards that exist or are under development.

Information Gathering and Communication Efforts:
Additional informal interviews were held with the following:
Joe Kryza, MCIT
Nimi Subramanian, MCIT
Justin Laby, CAEN
Vanessa Bekkouche, CAEN
Joseph Hardin, Course Tools and Sakai Project
Glenn Golden, Course Tools
Ruth Addis, ITCS

In addition, the project director presented the project overview to a group of approximately 40 Windows system administrators and invited their participation as the project moves forward.
**Directory CAMP:**
The project director attended the Directory CAMP, February 3 – 6. This CAMP, sponsored by EDUCAUSE and Internet2 provided an excellent overview of enterprise directory components and issues.

Conference presentations may be found at [http://www.educause.edu/conference/nmi/2004/camp041/](http://www.educause.edu/conference/nmi/2004/camp041/)

**Next Steps:**
The Core team will continue to meet and make progress on project deliverables. We will begin to implement the communications plan, including posting deliverables to the IT Commons website, communicating via email, and inviting the community to join in requirements discussions.