E-mail, Calendaring, and Scheduling Working Group

Meeting Notes
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Participants
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Topic: Calendaring and Schedualing

Definitions:
- Calendaring: Documenting the times that a resource is available or unavailable.
- Scheduling: Setting up a meeting and reserving resources, and providing notice to participants. Automated notification and placement in the calendar.

Issues
1. Governor's need to have access to directors calendar
2. Any need for scheduling across agencies?
3. Any need for scheduling rooms, cars, etc?

1. **Agency directors calendars available to the Governor.**

   Can use OV or Notes to look across calendars?

   Recommendation:
   - Notes Account
      Each agency director keeps his/her calendar on Lotus Notes.
      - Manual synchronization of calendar information with agency's system, if necessary.
      - Must be part of SoftSwitch directory

2. **Sharing calendars across agencies (look up, invitations, auto update with acceptance)**

   Questions:
   1. Status of ICAP?
   2. Can OV/NOTES/Exchange share calendars? What cost and support needed?

3. What is the need, both between agencies and outside state government?
4. Feasibility/Constraints

Next Steps:
1. Contact Dale Fangmeier re: questions 2
2. Research ICAP

Options:
- Level of penetration (e.g. manager level)

Issues:
1. Agency control of access
2. Recommending standards for defaults for implementation
3. Security

3. Scheduling resources across agencies

- Meeting rooms

Options:
- Web-based solution
- Notes/Exchange/OV
- Links to agency systems with decentralized control

Functions:
- Viewing list of rooms
- Viewing availability
- Requesting reservation
- Integrate with calendar
- Confirmation

Issues:
- Implementation and operational costs
- Maintenance
- Integration with internal agency system
- Accountability - Room reserved but not used, etc.
- Canceling reservations (showing who reserved)
- Security

Next Steps:
1. Share ideas with other agencies
2. Feasibility of Web enabling existing system