Minutes from the March meeting were reviewed but a vote for approval was not taken because a quorum was not present at the beginning of the meeting. Approval will be deferred to the May meeting.

Data Stewards – Reviewed data steward identification list. Adjustments were made to spreadsheet. The list will be finalized and Braden will send out invitations from DGC Chair. We would like to schedule the first meeting of each group in May and begin orientation as well as training. Training will consists of “real world” issues such as course data, to start.

Data Dictionary – Discussed data dictionary standards. South Carolina model is a good example of principles and guidelines but nine pages is a bit daunting. Best to keep the document down to one page front and back. Data Governance Communication & Training recommendations has a list of requirements for the data dictionary. Braden will work up a preliminary document for next meeting for the group to review.

Data Quality – A small group consisting of Mike O., Adnan and Kim will work to identify 3-5 vendors for the group to review. Requirements follow MoSCoW method (broken down into must have, should have and would like to have).

Data Asset Inventory – Reviewed data strategy which has a preliminary list of data assets. Braden will start a Google doc with known assets for the group to edit and add to. Each asset should contain a brief description of what it is. Data assets will be reviewed and prioritized.

Next meeting May 11, 2017 at 2:00 pm – 3:00 pm in President’s Conference Room.

**Attended by:**
- Adnan Rangwala
- Ahmed Belazi
- Braden Hosch
- Diane Bello
- Kim Berlin
- Michael Ospitale

**Not in attendance:**
- Theresa Diemer
- Tracey MacEachern
- Jacqueline Pascariello
- Jim Murry
- Kathryn Larsen
- Lyle Gomes
- Peter Baigent
- Wendy Tang