

## FLORIDA A&amp;M UNIVERSITY

# Direct Support Organization

## Technology Committee Meeting | Agenda

<b>Date</b>	Monday, April 27, 2026
<b>Time</b>	6:00 p.m. – 7:30 p.m. EST (90 minutes)
<b>Location</b>	Virtual – Zoom [Insert Meeting Link / ID / Passcode]
<b>Meeting Type</b>	Regular Meeting (Subject to Florida Sunshine Law – Open to the Public)
<b>Staff Liaison</b>	Nick Dulcio
<b>Advisory Support</b>	K6 Advisory Group

### I. Call to Order & Opening Remarks — 5 minutes

*Opening Remarks: Chekesha Kidd, K6 Advisory Group*

- Welcome and opening statement
- Confirmation of quorum
- Sunshine Law notice and meeting recording notification

### II. Roll Call & Introductions — 8 minutes

*Nick Dulcio, Staff Liaison*

- Committee member roll call
- Brief introductions of committee members, DSO staff, and K6 Advisory Group project team
- Review of committee charter and scope (for first meeting context)

### III. Approval of Agenda — 2 minutes

- Motion, second, and vote

### IV. Technology Modernization Initiative – Overview & Objectives — 15 minutes

*Brandi Tatum-Fedrick, K6 Advisory Group*

- Strategic rationale and alignment with DSO mission
- Scope of the initiative and the community platforms being developed
- Success criteria, anticipated outcomes, and key performance indicators
- Committee questions and discussion

### V. Implementation Approach, Process & Timeline — 10 minutes

*K6 Advisory Group*

- Project methodology and phased approach (discovery, design, build, test, deploy)
- Roles and responsibilities (K6, DSO staff, committee, vendors, stakeholders)
- Projected timeline, major milestones, and key decision points

- Risk management and change control process

## **VI. Business Requirements Discussion – Community Platforms — 30 minutes**

*Facilitated by K6 Advisory Group*

Working discussion to gather initial committee input on needed functions and capabilities for each community platform. K6 will capture input for inclusion in the requirements documentation.

### **Discussion prompts will include:**

- Priority user groups and personas each platform must serve
- Must-have functional capabilities (engagement, communication, data access, self-service, etc.)
- Integration needs with existing FAMU and DSO systems
- Reporting, analytics, and data governance expectations
- Accessibility, mobile experience, and user experience standards
- Security, privacy, and compliance considerations
- "Parking lot" items to be explored in future working sessions

## **VII. Governance, Communication & Committee Cadence — 5 minutes**

*K6 Advisory Group*

- Proposed meeting frequency and communication channels
- Confirmation of next meeting date

## **VIII. Action Items & Next Steps — 4 minutes**

*K6 Advisory Group*

- Recap of decisions and discussion outcomes
- Assigned action items, owners, and due dates
- Pre-work and materials to be distributed ahead of the next meeting

## **IX. Public Comment — 10 minutes**

- In accordance with Florida Sunshine Law
- Instructions for virtual attendees to be recognized via Zoom

## **X. Adjournment — 1 minute**