ONE FAMU FORWARD | TECHNOLOGY MODERNIZATION

Technology Sub-Committee

Standing Weekly Meeting Agenda

Meeting	FAMU DSO Technology Sub-Committee — Standing Weekly Meeting
Cadence	Mondays | 6:00 PM – 7:00 PM Eastern Time
Meeting Dates	May 4, 2026 | May 11, 2026 | May 18, 2026 | June 1, 2026
Format	Virtual via Zoom (links unique to each participant)
Meeting Type	Regular Meeting | Subject to Florida Sunshine Law — Open to the Public
Staff Liaison	Mrs. Kimberly Taylor | Ms. Kayla Beasley
Advisory Support	K6 Advisory Group

Purpose of the Standing Meeting

This standing agenda governs the weekly working session of the FAMU Direct Support Organization (DSO) Technology Sub-Committee. Each session provides a recurring forum for the committee, K6 Advisory Group, and DSO staff to track project momentum, surface decisions that require committee input, conduct a focused deep dive on one of the four implementation workstreams, and make space for new business raised by members. The agenda is consistent week-to-week so that members always know what to expect; only the platform deep-dive topic and the open items rotate.

Agenda at a Glance

#	Agenda Item	Time	Window (ET)
I	**Call to Order, Roll Call & Approval of Agenda**	3 min	6:00 – 6:03
II	**Project Status**	12 min	6:03 – 6:15
III	**Open Items — Decisions Needed**	15 min	6:15 – 6:30
IV	**Implementation Update — Platform Deep Dive**	20 min	6:30 – 6:50
V	**Open Discussion & New Business**	8 min	6:50 – 6:58
VI	**Public Comment & Adjournment**	2 min	6:58 – 7:00

I. CALL TO ORDER, ROLL CALL & APPROVAL OF AGENDA

Lead: *Committee Chair*

3 MIN
6:00 – 6:03 PM ET

- Welcome and opening remarks
- Confirmation of quorum and roll call of committee members present

- Sunshine Law notice and meeting recording notification

II. PROJECT STATUS

Lead: *K6 Advisory Group*

12 MIN
6:03 – 6:15 PM ET

A concise read-out on where the ONE FAMU FORWARD technology modernization initiative stands as of the meeting date. The objective is shared situational awareness, not deep discussion — discussion items belong in Sections III and IV.

- **Overall Health:** RAG status (Red / Amber / Green) on Schedule, Scope, Budget, and Risk
- **Milestones — Last 7 Days:** Completed deliverables, sign-offs received, key meetings held
- **Milestones — Next 7 Days:** Upcoming deliverables, scheduled vendor sessions, sign-offs requested
- **Workstream Snapshot:** Foundation, NAA, Boosters, Shared Backbone — one-line update each
- **Vendor & Partner Updates:** Almabase, Blackbaud (Raiser's Edge NXT / Financial Edge NXT), and any other implementation partners
- **Risks & Issues Watchlist:** New risks identified, status of open issues, mitigation actions in flight
- **Budget & Timeline Note:** Variance commentary if applicable

III. OPEN ITEMS — DECISIONS NEEDED

Lead: *K6 Advisory Group | Committee Discussion*

15 MIN
6:15 – 6:30 PM ET

Items requiring a committee decision, recommendation, or directional input. Each item is presented with context, options considered, and the recommendation (where applicable) so members can deliberate and vote efficiently.

Standard Pattern for Each Item

- Brief background and why a decision is needed now
- Options considered with pros, cons, and implications for cost, schedule, and user experience
- Recommendation from K6 Advisory Group and DSO staff (where applicable)
- Committee deliberation and questions
- Disposition: Approved | Approved with modification | Deferred | Tabled for further information

Decision Documentation

All decisions, deferrals, and assigned follow-ups will be logged in the project decision register and published in the meeting minutes. Members may request that any item be moved from this section to a future meeting if additional information is required.

IV. IMPLEMENTATION UPDATE — PLATFORM DEEP DIVE

Lead: *K6 Advisory Group | Implementation Lead*

20 MIN
6:30 – 6:50 PM ET

Each week the committee takes a focused look at one of the four core implementation workstreams. The deep dive rotates on a four-week cycle so every platform receives recurring committee attention. The current week's focus is identified at the top of this section.

Standing Deep-Dive Topics

- **Build Status:** Configuration progress against the platform-specific requirements baseline
- **Demonstration:** Live walkthrough or screen-share of the latest build (where ready)
- **Data & Integration:** Migration progress, data quality flags, and integration touchpoints with the broader ecosystem
- **User Experience:** Design decisions, accessibility considerations, and mobile experience
- **Outstanding Configuration Questions:** Items where K6 needs committee or staff direction to proceed
- **Testing & Training Readiness:** UAT planning, training materials, and change-management activities
- **Risks Specific to This Platform:** Technical, operational, or stakeholder risks that warrant committee awareness

V. OPEN DISCUSSION & NEW BUSINESS

Lead: *Committee Chair | All Members*

8 MIN
6:50 – 6:58 PM ET

Reserved time for items not on the agenda, member-initiated questions, and new business that should be added to a future meeting. The Facilitator will recognize members in turn.

- Member announcements, observations, or questions
- Items to add to a future agenda
- Stakeholder feedback or constituent inquiries to surface
- Confirmation of action items, owners, and due dates from today's session
- Confirmation of next meeting date and any scheduling adjustments

VI. PUBLIC COMMENT & ADJOURNMENT

Lead: *Committee Chair*

2 MIN
6:58 – 7:00 PM ET

- Public comment in accordance with Florida Sunshine Law (instructions for virtual attendees to be recognized via Zoom)
- Closing remarks
- Motion to adjourn | Second | Vote

Sunshine Law Reminder

Sub-committee meetings are subject to Florida's Government in the Sunshine Law. Discussions among two or more members regarding committee business must occur only in properly noticed meetings open to the public, and all materials are subject to public records requirements.