Meeting Agenda / Notes

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Enterprise Architecture Executive Committee</th>
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<tbody>
<tr>
<td>Meeting Date</td>
<td>December 3, 2014</td>
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<tr>
<td>Location/ Conference #</td>
<td>Smith Center Room 5061</td>
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**Invitees**

<table>
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<tr>
<th>Anne Margulies</th>
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<th>Steve Gallagher</th>
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<tr>
<td>Scott Bradner</td>
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<td>Ben Gaucherin</td>
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<td>Stephen Ervin</td>
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<td>Gabriele Fariello</td>
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<td>Praneeth Machettira</td>
<td>X</td>
<td>Jason Snyder</td>
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<td>Jim Waldo</td>
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<td>Bob Wittstein</td>
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**Agenda and Notes**

- **The EA Vision**
  - For consistency, the previously reviewed and approved vision statement was provided; no concerns were identified.

- **Milestones for EA at Harvard**
  - Some of the terms associated with the milestones are inconsistent with the terms associated with the approach.

- **Governance**
  - It was identified that there will be different working groups for the different technology layers.
  - Anne indicated that there should be a core group of members (in addition to Jason) to participate across the specialized working groups.
  - Based on his understanding of the intent, Praneeth may identify alternative attendees from HMS.

- **EA Program Approach**
  - The framework is represented by the intersection of the layers and the deliverables (in brown) on the EA Program Approach. One framework is represented, with many different areas of focus.
  - The ongoing process arrow across the bottom, intended to represent the iterative nature of the effort, confuses by mentioning additional components. These will be removed.
  - The implementation plan will identify the timeline and dependencies for the specific deliverables (principles, advisories, etc.), broken down by layer.
  - The top layers to focus on, based on need and impact, will be interoperation and user experience.
  - It was identified that there will be some activity within the data and middleware layers associated with the delivery of the interoperability layer – this is due to the high degree of correlation between these specific areas.

- **Definition of Terms**
  - The column labeled “EA Processes” should be termed “EA Deliverables.”
  - It is expected that one outcome of the effort will be true requirements, subject to review by the CIO Council, for the University to adopt. The EA EC supports the establishment of architecture requirements when they are needed.

- **Architecture Maturity**
  - The maturity framework is not specific to Harvard, and represents a collection of best practices and framework assessment from standard frameworks.
  - Depicting the top of this diagram as the lowest level of maturity (and the bottom layer as the highest) was identified as confusing. The diagram will be updated to swap the two.
  - Examples — both current-state and (as we build) successes — must be included in the picture.

- **EA Next Steps**
  - The working group will next meet on December 11 and will focus initially on processes for developing the framework, followed by more specific interoperability analysis.
  - The EC approved hiring of a UX Architect and EA Program Lead to assist in the development of the EA
framework.

- We will review the current-state effort associated with the data integration data map at the next EC.