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| TASK NAME | REQUESTOR | PLANNED COMPLETION DATE | NOTES |
| PIN Workflow | Cindy Daniel | 10/23/2015 | “Skeleton” of PIN workflow is in production. Ready for basic testing. Plan to add more features such as restricting access to certain people, reminders, and more. Create meeting next week with Cindy. |
| New payment system deployed Thursday | Amy Beard | 10/39/2015 | Customizing a new payment method to increase security. We call it the SIM method and it will give students ability to enter payment details on orders through [www.authorize.net](http://www.authorize.net) instead of em-study.com. |
| ITIL Foundations Class | Rick Brown | November | In the process of taking classes to pass the ITIL Foundations Test. |
| ASP.NET training | Gerald Burnett | N/A | Taking classes to learn ASP.NET/C#. Will aid in developing/customizing all things SharePoint, as well as when we move software vendors for the em-study site. |
| Metrics Update | Mike Williams, Cindy Daniel, Courtney Becwith | 11/15/15 | “Officially” kicked off cleaning up our metrics. Sent metrics update file to Mike and he set a date of 11/15/15 to provide feedback. |
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