Attendees: Patricia Esparza, Michelle Fitzgerald, Daniel Hart, Terri Hille, Cindy Lopez, Yasemin Norris, Jeri O’ Mahoney, Daniel Stack, Bobby Zavala, Vaughn Boyle, Robin Fortune, Calli Price, Kathleen Yabsley

Not in Attendance: Lara Anderson, Rogelio Gonzalez, Mary McGuan, Alyssa Warren

Guest: Jacob Godfrey

Are there corrections to the meeting notes from April 17th, 2018? - None

Round Table discussion issues:
- Update supplier classes in Gateway is added to to-do list
- Work group for supplier class: Calli, Yasmin, Michelle, Bobby, Daniel Hart

Gateway Updates:
- Amazon -punch-out is currently being set up and in testing -will have cXML POs and invoices -will pay via card. Need volunteers to work on the pilot system (should begin by June. Departments should send a list of users to Kathleen -customer service rep from Amazon will run a training session
- B&H Photo Video, ControlCo, Sunbelt still in testing -ControlCo is having issues, they may be delayed

Commodity Codes:
- Opportunity to expand to second level (4 characters vs 2 characters) -summarized description of codes within Gateway needed
- Need Work Group to establish summary descriptions Workgroup: Vaughn, Daniel Stack, Jeri, Bobby

Object Codes
- Some will be consolidated, some will be removed - workgroup to review commodity and object code mappings in Gateway. Should services object codes be included within product commodity codes?

For the future:
- Walk-in forms discussion tabled until next meeting. Recharge project to be revisited in summer.