



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Key to indexing terms:</b>												
2	No/Not Needed = review unnecessary because of type of tool or widespread familiarity with tool												
3	No/Limited Interest = we won't review (implies we will not give an offer either)												
4	Reviewed = completed												
5	Review in Future = offer is available and we don't have a review yet (includes possibility of preview) or need an update												
6	Review in Progress = review is currently being worked on												
7	Decision Postponed = awaiting or expecting additional information to make a decision												
8													
9	Cell awaiting clarification												
10													
11	<b>Instructions for maintaining the Index</b>												
12	For Films on Demand I think I'd follow the Lexis Nexis format. Put both years in the updated column, but just link to the most recent update (because you can only have one link per cell).												
13													
14	<b>Intent:</b> At a minimum we want all products mentioned in the minutes reflected in the Index and, ideally, we'd like to capture other mentions, too. This way we can track when items were discussed and ensure decisions are												
15	1) Try to update index in real time during a meeting or with personal meeting notes. If something is captured that seems like it should be in the minutes I'd suggest it be added if need be. If it doesn't end up in the published												
16	2) Go through the minutes to see if updates need to be made or new entries added to the Index.												
17	3) Update the review status and notes columns and any other columns, as necessary												
18	4) Add links to minutes and published reviews, as they become available												
19	4 a) Because cells can only contain one link, link to the most relevant minutes or the most recent review. For the "Date Reviewed" and "Updated" columns, also include the dates of previous reviews, but e												
20	5) Periodically review, with the Committee as a whole, the Review Status column to ensure it's up to date. For example, to follow-up on products marked "Review in Future" and "Decision Postponed" to ensure those labels												
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