Clockwork Project
Conference Call Minutes
February 7, 2014

Attendees: Chien Shih, Marilyn Booye, Shirley Schooler, Teresa Ong, Tom Shepard, Joe Lampo, Mahmood Hasan, George Melendy from MICROCOMPUTER Science Centre, Inc., Mary Baddam Project Manager from Clockworks, Linda Koyama

Agenda items:

1. **Define server installation requirements.** Virtual instance production server has been set up on FHDA's side. Mary will e-mail the technical requirements. Virtual server no problem. Webserver and application server best practice to be separate. Once the requirements are received, Hasan will go over with them with his team early next week and ask questions directly to Mary.   Can set up webx session so that we can watch them work on our servers on a scheduled time or can set up vpn access so that they can work on our servers remotely on a secure connection at any time.

2. **Establish direct contact info.**   Linda will send out a list of contact information. It will also be available on the website soon.

3. **Mix of PCs and Macs.** Can run on both? Yes. For both staff and students.

4. **Action items: Once the servers are ready, ETS will need to work on the system specs and create VPN accounts, provide passwords and data sync. Technopro will install the database and do the configuration. FHDA is moving towards Shiboleth , a separate server for log-in authentication for single sign-on for all our applications (Hasan is the point person for this, target March April timeframe). Can integrate Clockwork log-in with Shiboleth log-in.**

5. **Timeline: Once purchase is made, kick-off meeting will take place, similar to this conference call , with IT and dept. reps with Mary plus one other TechnoPro rep. to talk about servers, data sync, authentication methods. A second meeting will follow to talk about the deliverables with the dept. representatives (forms, templates, rooms etc.) so that they can match the software to our needs. Difficult to estimate when testing can begin.   Optimally it will take 1 ½ months before training can begin. Hoping for middle of April or May. Target completion date currently is end of October.**

6. **Mary will send the technical documentation and training materials to Linda so that we can post them on the ETS website.**

7. Chien will focus on board approval for the PO. (Must be in by Feb. 13th, next board meeting March 3rd).
8. Need forms reviewed by end of February for Dept. reps. Create a list of questions for a future meeting with Technopro.
9. Test environment ready mid-April or May, depending on board approval.
10. Completion date targeted end of October.