Communication Suite Implementation Project Minutes
April 18, 2012

Attendees: Chien Shih, Tom Roza, Ryan Anthony, John Vandercook, Sharon Luciw, Susan Malmgren, Allyson Rainieri, Norbert Debler, John Abbruscato, Vartan Chukhadarian (STA), Rob Schaeffer (STA), Jack Raubolt, Kari Elliott (note taker). Vartan Chukhadarian and Rob Schaeffer on conference call.

Objective:
1. 2 week look ahead plan.
2. Proper Escalation Process – handout.
3. Action Items.

Project Overview:
- **System Architecture Review.**
  - Storage.
    - Have measurement tools in place to measure performance; Exchange has built in tool to benchmark performance
    - Must be able to establish a baseline; STA will provide access to documentation to Tom
    - Can be done before building mailboxes; run stress test before going live.
  - System Design – VM operations/backup/recovery.
    - Tom's group has not had time for assessment because Spring quarter has just started.
    - Tom will schedule a conference call with Vartan to discuss.
    - Lead time on delivery – 2-3 weeks; 30 day trial.
  - Load Balancing – will use Microsoft moving forward.
  - Active Directory.
    - VM installed and configured.
    - STA just received network diagrams from Sharon; will email to team for tech review April 19, 2012.
    - Setting up sample STA domain for testing; will be ready Monday, April 23, 2012 in afternoon.
    - Integration with Abaca working properly.
    - Anticipated schedule for testing closer to first week of May.
  - Exchange Build Process.
    - Haven't started building yet; begin after tech review and team signs off.
  - Equipment Order.
    - Stamped rush by Purchasing Department; in house by end of month.
- **Conversion.**
  - Stored send email – on hold.
  - Meeting Maker – recommend not using Sumatra for conversion.
  - Minimize consequences on users.
  - Document how to export from Meeting Maker and import into Exchange – Susan.
- **Deployment.**
  - Downtime for email/calendaring – reserve for next meeting.
  - Quota size policy decision.
    - Not set quota for conversion and gradually begin to shrink.
    - Bring options to next meeting for discussion.

- o Users Instructions.
    - Vartan will give Susan a sample of Exchange 2010 to play with and document.
    - Link to online videos.
- o Priority sequencing of phased in users.
    - Schedule meeting with Sharon next week to discuss; bring plan to next meeting.
    - Setup sandbox for user testing.
- o Communication.
    - Escalation process – team members to review and give any changes to Jack no later than next week (week of April 23rd).

Take Away Items:

1. Zenith backup appliance consensus; make recommendation at May 2, 2012 meeting.
2. Network certification – preliminary diagram distributed April 19, 2012.
    - o Tom & Sharon's group need to sign off; final recommendation April 25, 2012.
3. Mail flow test; dependent on firewall changes.
    - o Vartan will work with Norbert.