

Communication Suite Implementation Project Minutes

April 4, 2012

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

Objective:

1. Consensus on architecture & equipment.
2. Review contents of SOW – separate meeting.

Project Overview:

- **System Architecture Review.**
 - Status of ordering and expected delivery.
 - Hardware; piggyback on Dell PO.
 - Software license.
 - Storage; Tom's team needs more time to review SOW.
 - Final decision on virtualization.
 - Team agrees to virtualize.
 - Use 3 servers; 2 live and 1 standby.
 - Where Exchange will reside on network.
 - Will sit behind load balancers.
 - Will need another switch, server and more memory.
 - What backup method to be used.
 - Zenith appliance recommended.
 - Can use Microsoft Exchange backup; will need to clear backlog when backing up.
 - More discussion needed.
- **Conversion.**
 - In-depth discussion next meeting; Tom will research Sumatra Development.
- **Schedule Review.**
 - Milestones for next meeting.
 - Finalize list of equipment.
 - Equipment in-house and configured.
 - Setup sandbox for testing.
- **Communication Plan.**
 - Sharon will develop plan for users.
 - Website in place.

Take Away Items:

1. Tom's team will review SOW/BOM.
2. Decision made to use VMware needed
3. More discussion needed on load balancer method.
4. More discussion needed on backup method.
5. Rollout methodology – more discussion needed.
6. Health check of Active Directory – Tom will provide VPN access to Vartan.