

Communication Suite Implementation Project Minutes

May 16, 2012

Attendees: Chien Shih, Tom Roza, John Vandercook, Sharon Luciw, Susan Malmgren, Allyson Rainieri, Norbert Debler, John Abbruscato, Matt Rapczynski, Fred Sherman, Lisa Hocevar, Fred Sherman, Vartan Chukhadarian (STA), Jack Raubolt, Kari Elliott (note taker).

Vartan Chukhadarian onsite for meeting.

Project Overview:

- **System Architecture Review.**

- Equipment Order.
 - Servers installed; memory installed.
 - Identify location for disk – expected delivery date May 18, 2012.
 - VMware license – done.
- Performance.
 - Tom sent metrics to Vartan – have not discussed yet.
 - Ready to test; waiting for storage.
 - Same day results; complete by May 25, 2012.
- Build Exchange 2007.
 - Exchange is done.
 - Some details to work out with network.
- Network Topology.
 - Meet scheduled for May 16th; make final decision then.
 - Put on private network.
- Backup.
 - Use Zenith appliance; Tom will finish analysis, give Chien answer May 21, 2012.
 - Put in before June 1st to have in place for day one.
- Active Directory Health Check.
 - In place.
 - Need to resolve network issues.
 - Health check report has been sent to Chien & Jack May 16, 2012
- Exchange 2010.
 - Need certificate; Vartan can provide & have in place by May 18, 2012.
 - Live system ready May 21, 2012.

- **Conversion.**

- Store Send Mail.
 - Have list compiled by May 23, 2012.
 - Use ETS to fine tune migration.
 - Users will forward their emails will have to setup themselves; ETS will not forward emails for users.
- Calendar – Conference Rooms.
 - List has been cleaned up; compiling who needs to be delegates (read/write access) to rooms.
 - Need to test if rooms can have more than 1 delegate.
 - Will have public rooms, first come, first serve.

- Will have rooms which need permission to use.
- Sent list of test accounts to Vartan to test, May 21, 2012.
- Naming Conventions, Multiple Email IDs, Aliases.
 - No issues with aliases.
- Group Assignments & Controls.
 - Sharon is compiling vendor email addresses.
 - Not in Banner; do not have CWID.
 - Need a format for creating: v_lastname, firstname.
 - Add a number at the end if duplicate names.
 - Force to change password when logging in the first time.
- **Deployment.**
 - Review Susan's Outlook Training Plan-handout.

Take Away Items:

1. Complete stress test by May 25, 2012.
2. Certify Network Topology May 16, 2012.
3. Resource list for calendar in Exchange before go live.
4. Vendor list completed by July 9, 2012.
5. Lock password day of conversion to send mail; forward mail from send mail to Exchange.