Communication Suite Implementation Project Kickoff Minutes

March 21, 2012

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

Project Overview:

- **Phase 1 Expectations, March 2012 through June 30, 2012.**
    - Abandon Pop.
    - Setup mobile devices for administrators; give users instructions to setup.
    - Test/solidify process; will be abandoning Eudora & Thunderbird for Outlook Web Application (OWA).
    - Clean cut over July 1, 2012 through OWA.
    - Data migration of stored email on server.
        - How to access stored email – connection between send mail and Exchange; discuss further at next meeting.
        - Live email on desktops – discuss further at next meeting.
- **System Architecture Review.**
    - Active directory in place; need to clean up.
    - Leave current setup in place and add a new ou for new users.
    - Balance mail traffic separate from Banner.
        - MS Native Load Balancing is available – more discussion needed.
        - Keep current spam protection in place.
    - Team agreed to virtualize; VMware will be needed.
        - STA will provide material list.
    - Team decided to use 3 servers; running VM ware if equipment can work with equipment.
    - Pipe between De Anza L7 and Carlsbad is suppose to be 10 gig but is not; problem needs to be fixed before progressing – Sharon Luciw's team will investigate.
    - Zenith Appliance back up method – STA to provide more information to Tom's group.
- **Schedule Review.**
    - Hardware ordering; piggyback on Dell PO.
    - Need MS Exchange licenses.
    - Need VMware essentials +
    - Project Plan Review.
        - Begin health check of active directory ASAP.
        - Get certification from vendor.
        - BOM.
        - Order Equipment.
        - Configuration of system and testing.
        - Migration; Parallel vs. Cutover:
            - Parallel is recommended.
            - Move 5 or 10 users over daily until all moved over.
            - Can turn off calendar or hide.
            - 1 month to migrate users over in groups alphabetically by first name; migrate overnight.

- ➢ Still use Meeting Maker during month of migration; start populating Exchange calendar.
- ➢ Move all administrators and their staff together.
- ➢ Do test migrations before go live date.
  - o DR and backup.
    - ▪ Ship equipment to Carlsbad.

Take Away Items:
1. Discuss how to access stored email.
2. More discussion needed on live email on desktops.
3. Need materials list from STA.
4. Mailbox quota policies.
   - o Concern over multiple attachments saved on server.
   - o Executive decision needed.