

# Exchange Implementation Daily Mtg Minutes

June 18, 2012

Attendees: Chien Shih, Fred Sherman, Susan Malmgren and Kari Elliott (note taker).  
Tom Roza, Sharon Luciw, John Vandercook, Norbert Debler, Jack Raubolt, Vartan Chukhadarian (STA) on conference call.

1. Central Services converted; no issues reported.
2. Delta conversion from sendmail to Exchange still very slow.
  - History already brought over; data to be converted should be smaller.
  - Still longer than expected.
    - 5 minutes per user to convert from sendmail to 2007.
    - 5-6 minutes per user to convert from 2007 to 2010.
  - Suggestion made to clone sendmail again before conversion starts Friday, 6pm.
    - Clone to second instance 6pm Thursday.
3. The Production platform went down at 3:53pm on Saturday, June 16, 2012 for approximately 15 minutes.
  - Do not know the cause; need to do a root cause analysis.
  - Database was rebooted Saturday.
  - Working as expected per Vartan.
  - Need to restart to refresh memory cache.
  - Add another 2007 server to speed up conversion – Vartan will research.
  - Will monitor platform.
4. 2007 broke down; needed to be restarted:
  - 2003 server; cannot beef up, CPU is at its max.
  - Build another server; may or may not help.
  - Server is housing multiple window systems; memory gets full.
  - Reboot is necessary to clear memory.
  - At risk for not completing conversion of a large group in one weekend.
  - Recommend separate conversions for De Anza and Foothill Classified Staff or post warning some users may not have email until Monday evening.
    - Can convert De Anza this weekend.
    - Convert Foothill with Retirees June 29, 2012.
    - Team decided to separate Foothill and De Anza.

## Take Away Items:

1. Clone current sendmail to second instance Thursday 6pm.
2. Separate De Anza and Foothill conversions for Classified Staff.
  - De Anza will be converted June 22, 2012.
  - Foothill will be converted June 29, 2012 with retirees.
  - College presidents will need special handling; Tom will provide list to Vartan and Sharon will contact the presidents and let them know how their conversion will be handled.