Exchange Implementation Daily Mtg Minutes

June 19, 2012

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

1. Converted users.
   - All of De Anza Classified Staff, Managers and Administrators per Vartan.
2. On user was missed in the Central Services conversion.
   - Converting missed user priority for June 19, 2012.
3. Foothill A & R office and Management concerns over June 29, 2012 conversion.
   - Finals week, July 2nd start of Summer quarter and Faculty Mandate and Spring grade roll are all happening that weekend.
   - Concerned about not having email; wanted to be converted by Saturday, June 30, 2012.
   - Timing not realistic to make Saturday deadline.
   - Can convert Foothill first, then the retirees.
     - Will take approximately 36 hours to convert Foothill (619 users).
     - Ready for users to log in 8am Sunday.
4. Converting 1,300 users this weekend:
   - Vartan is 85% comfortable with conversion.
   - Suggestion made to start migration sooner than Friday.
     - Not going to do; would miss some sent items and would be a manual process to move over missed sent items.
   - Migration will take 50+ hours; have 60 hours from 6pm Friday to midnight Sunday.
   - Team decided to stick with original migration plan.
5. Website needs to be updated showing De Anza and Foothill Classified Staff will be converted separately, not together – Sharon has already done.
   - Chien will send email to Foothill Classified Staff announcing new conversion date, June 29, 2012.

Take Away Items:
1. Clone current sendmail to second instance Thursday 6pm.
   - Will clone Thursday before rest of conversion groups.
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.