

Foothill/De-Anza CCD  
 Communication Suite  
 Phase One Transition - Agenda  
 7/18/12 – 10AM – 4:00PM, D260

	<b>Agenda Item</b>	<b>Lead</b>	<b>Time</b>
1.	Project Meeting - The Action Items and Issues list other than the items mentioned below.	Chien/Jack	10 – 11AM
2.	System current state – <ul style="list-style-type: none"> <li>• Inventory documentation of components including release levels, licenses,</li> <li>• Topology discussion with documentation with drawings, schematics, and narrative the VMWare/Exchange platform</li> </ul>	Vartan/Tom	11AM – noon
3.	Lunch – on your own	All	Noon – 1PM
4.	Finish current state – <ul style="list-style-type: none"> <li>• Backup current status of interim solution and status of long term solution</li> <li>• Load balancing discussion including fail over, network connectivity routing, what system and application software is installed on each server (real or virtualized)</li> <li>• Performance benchmarks and how to create for future measurement and management</li> </ul>	Vartan/Tom	1 – 2PM
5.	Post implementation warranty and support issues - <ul style="list-style-type: none"> <li>• Contact points with vendors for issue resolution and upgrades</li> <li>• Renewal dates and process for Exchange, Load Balancers, VMWare, Certificate Replacement, etc.</li> <li>• Additions support needs and questions</li> </ul>	Tom/Vartan	2 – 2:30PM
6.	Close out of Legacy system - <ul style="list-style-type: none"> <li>• User access to their personal Abaca Spam Quarantines and how they get authenticated. Currently, the entire authentication is using Sendmail account &amp; password credentials. This needs to be converted to using Active Directory credentials.</li> <li>• Sendmail, including the re-route of email, not forward from send mail.</li> <li>• Meeting Maker server shutdown.</li> <li>• Removal of Exchange 2007.</li> </ul>	Tom/Vartan	2:30 – 3PM
7.	Post implementation support - <ul style="list-style-type: none"> <li>• Use of the Exchange test system built for Matt’s testing, how should it be deployed for future use</li> <li>• Archiving is not configured, tested, and certified. How do proceed with this activity.</li> <li>• Additions support needs and questions</li> </ul>	All	3 – 3:30PM
8.	Support of Phase two – <ul style="list-style-type: none"> <li>• Supporting the administration of the Exchange environment, tools for setting up groups, delegates</li> <li>• Should the Auto-Discovery functionality be turned on for future connection to Outlook client?</li> <li>• Policy decisions on retention, email attachment size, mailbox size, etc. What role, if any, does the Phase 1 team have?</li> <li>• Additions support needs and questions</li> </ul>	All	3:30 – 4PM