		Agenda, Action Items and Two-week Look Ahead for Project Meeting 5/2/12					
		The following are action items from previous Project meetings and agenda items receive between meetings.					
		Work groups need to discuss the items for report back at the next project meeting.					
		If the lead is not ready for discussion a new 'Needed' date is required and impact to the project discussed.					
Added	**Needed by**	**Title**	**Activity**			**Lead**	**Participants**	**Status**

Added	Needed by	Title	Activity	Lead	Participants	Status
			System Architecture			
04/04/12		**System Design**	Further discussions about VM operations/backup/recovery.	Vartan	Ryan, Norbert, Bao	On-going
04/16/12	04/18/12	**Equipment ordering**	• Dell 710 server and additional memory for two 710's – on order • MS campus wide license – on order • Storage IBM (LSI) SAN – Purchase Req. 4/18/12 • VMware 3 server license –C/O with STA • Backup Method/device - Pending	Chien	Tom, Vartan, Pam E.	In-Progress
04/18/12	?	**Performance**	Stress testing of I/O and overall performance is required before going into final testing and productions. Vartan suggests using Microsoft Jetstress utility http://technet.microsoft.com/en-us/library/ff706601.aspx. The systems group will work with Vartan to set up events and timing for testing.	Vartan	Tom, Norbert, Ryan	Pending
			System Architecture - Two-week Look Ahead			
PP 4/16/12	04/27/12	**Exchange**	Build Exchange 2007 for Sendmail Migration (2010 not support by MS)	Vartan	Ryan, Norbert	In-progress
04/18/12	04/25/12	**Network**	Network topology certification for Exchange placement.	Sharon	Vartan, Norbert, Ryan, John A.	In-Progress
04/18/12	04/27/12	**Exchange**	Mail flow testing including Abaca and Barracuda.	Vartan	Norbert, Ryan	In-progress
PP 4/24/12	04/30/12	**Exchange**	Build First Exchange Instance (CAS/HUB)	Vartan		In-progress
PP 5/1/12	05/02/12	**Exchange**	Build First Exchange Mailbox	Vartan	Ryan, Norbert	In-progress
03/21/12 04/04/12 **04/18/12**	05/02/12	**Backup**	Decided on Backup method - STA to get Zenith Appliance information to Tom **4/4/12** - server group to discuss and make recommendation on backup needs and process, STA is available as needed for discussion and clarification **4/18/12** - Tom will set a time for Vartan, Ryan, Tom, Norbert to discuss backup solutions and make a recommendation for the next meeting 5/2/12.	Tom	Chien, Norbert, Ryan, Vartan	In-progress
PP 4/16/12	05/02/12	**Active Directory**	• Perform AD.FHDA.EDU Health and HA Check • Exchange 2007/2010 AD Prep • Configure Organizational Units • Configure Security Groups • Configure Password Policies • Create Test Accounts - User Objects	Vartan	Ryan, Norbert	In-progress

Added	Needed by	Title	Activity	Lead	Participants	Status
			Conversion			
03/21/12	04/04/12	**Stored Send Mail**	How long is it going to take to migrate email store? - irrelevant, will be doing a progressive migration	Vartan	Ryan, Norbert, Tom, Chien	Pending
PP 4/17/12	04/17/12	**Documentation**	Document Active Directory (Topology, Credentials, Critical Components)	Vartan	?	On-going
			Conversion Two-week Look Ahead			
PP 4/18/12	04/19/12	**Documentation**	Build Test Environment (PC & Mac like FHDA w/Mail clients)	Vartan	?	In-progress
PP 4/19/12	04/20/12	**Documentation**	Document Exchange Environment	Vartan		In-progress
3/21/2012 **04/18/12**	05/02/12	**Calendaring**	Assign the task of adding conference rooms to Exchange with clean up as resources. Ready for discussion at the 5/2/12 project meeting.	Sharon	John V, Susan, Allyson	In-progress
04/18/12	05/02/12	**Calendaring**	Discuss methods of export from MM to Exchange for calendar events. Ready for discussion at the 5/2/12 review meeting.	Sharon	John V, Susan, Allyson, Norbert	In-progress

Added	Needed by	Title	Activity	Lead	Participants	Status
			Deployment			
03/21/12	04/18/12	**User Experience**	Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred, Jack?	Pending
			Deployment - Two-week Look Ahead			
3/21/2012 **04/18/12**	05/02/12	**User Experience**	Discussion on: • Mail box quotas • storage and archiving • email retention • Password requirements Ready for recommendation at project meeting 5/2/12	Chien	Chien, Sharon, Fred, Jack	In-progress
03/21/12 04/04/12 **04/18/12**	05/02/12	**User Experience**	Need to set priority sequencing of phased in users 4/4/12 - meeting to discuss rollout phases who and when or cold turkey opinion **4/18/12** – Chien will call draft up a plan for discussion in the next project meeting 5/2/12	Chien	Sharon, Fred, Susan, Allison, Jack	In-progress
03/21/12	05/02/12	**Network**	Issues with connection to DR site resolved	Sharon	John A., Ryan, Norbert, Chien	Pending
PP 4/27/12 **4/18/12**	05/02/12	**User Experience**	Discussion on Support and Training Materials, what instructions are going to be given to the users and how • Q&A development • What the user can expect • Hands on open labs • Self-training materials • Help desk responsibilities Ready for project team discussion on 5/2/12	Sharon	Susan, Allyson, John V., Vartan	In-progress
			Communication			
3/21/2012 **04/18/12**	05/02/12	**Project Controls**	Write issue escalation procedure to present to team **4/18/12** – Draft process presented for final review before 5/2/12 project	Jack	Chien	In-progress
04/18/12	04/18/12	**User Experience**	Project status information to Fred for project status reports to District 4/4/12 - Fred will write a project update with link to Project Web site when Web site is ready **4/18/12** – The Web site is up, Fred to send announcement out today	Fred	Chien, Kari	On-going
			Communication - Two-week Look Ahead			