First Phase Priority User Testing-Email/Calendar

May 8, 2012, 9:30am-11:00am

Attendees: Chien Shih, Allyson Rainieri, Susan Malmgren, Tom Roza, Sharon Luciw (conference call), Jack Raubolt (conference call) and Kari Elliott (note taker).

Objectives:
1. Identify two groups.
   - ETS will be the first group.
   - 50 users for second group.
2. Assign tasks.

System Readiness:
1. Waiting for permanent license for VMware.
2. Additional memory for existing servers has been installed.
3. Working on new private network architecture.
4. Technically feed from one private network to another private network (Banner to Active Directory).
   - Resolve by middle of next week (week of May 14th).
5. Complete building Exchange 2007 platform end of next week (week of May 14th); new Active Directory in place.
   - Provide private IP addresses to Vartan; already has access path to private network.

Test Groups:
1. First group of users will be ETS.
   - Begin conversion end of May.
   - Have a gap between ETS group and next 50 users group.
   - June will be the conversion month.
   - Create new accounts form contractors – discuss in separate meeting.
   - Have documentation ready.

Take Away Items:
1. Private IPs/router pathways setup – Network Team (Sharon Luciw).
2. Internal users – ETS (Chien Shih).
   - Preview process meeting week of May 28th; setup Meeting Maker.
   - Have meeting for batch conversion process before May 28th.
   - Second batch of users convert 1st week of June; will use same process to convert ETS.