Added/updated	Needed by	Title	Activity	Lead	Participants	Status	
			Agenda, Action Items and Two-week Look Ahead for Project Meeting 5/16/12				**Agenda**
			The following are action items from previous Project meetings and agenda items receive between meetings.				**Minutes**
			Work groups need to discuss the items for report back at the next project meeting.				**Allocated**
			If the lead is not ready for discussion a new 'Needed' date is required and impact to the project discussed.				
			System Architecture				**41**
05/02/12	05/16/12	**Equipment ordering**	• Dell 710 server – expected 5/8/12 • additional memory for two 710's – installed • MS campus wide license – completed • Storage IBM (LSI) SAN – expected 5/18/12 • VMware 3 server license –C/O with STA – Rob to check status • Backup Method/device – Moved to another item	Chien	Tom, Vartan, Pam E.	In-Progress	**5**
05/02/12	05/16/12	**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. **5/2/12** – The team needs to meet to discuss needed tests and desired results and ready for discussions on **5/16/12.**	Vartan	Tom, Norbert, Ryan, Chien	Pending	**15**
PP 4/16/12 04/18/12 PP 04/24/12 05/01/12	04/27/12 04/27/12 04/30/12 05/02/12	**Exchange**	Build Exchange 2007 for Sendmail Migration (2010 not support by MS) Mail flow testing including Abaca and Barracuda. Build First Exchange Instance (CAS/HUB) Build First Exchange Mailbox	Vartan	Ryan, Norbert	In-progress	**5**
04/18/12	04/25/12	**Network**	Network topology certification for Exchange placement.	Sharon	Vartan, Norbert, Ryan, John A.	In-progress	**5**

05/02/12	05/16/12	**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. **5/2/12** – It is decided not to buy an appliance but use the same rotation method used for other systems. Tom is addressing the remaining concerns with Chien. Final method to be approved prior to **5/16/12** project meeting.	Tom	Chien, Norbert, Ryan, Vartan	In-progress	**5**
05/02/12	05/02/12	**Active Directory**	• Perform AD.FHDA.EDU Health and HA Check - health check completed waiting for documentation • Exchange 2007/2010 AD Prep • Configure Organizational Units • Configure Security Groups • Configure Password Policies • Create Test Accounts - User Objects	Vartan	Ryan, Norbert	In-progress	**1**
PP 05/03/12 PP 05/08/12 PP 05/10/12 PP 05/14/12 PP 05/15/12 PP 05/16/12 PP 05/17/12	05/03/12 05/09/12 05/11/12 05/14/12 05/15/12 05/16/12 05/17/12	**Exchange 2010**	SSL and Domain Namespaces Exchange Mail Flow Testing (OWA, Mobile, IMAP4, ActiveSync) Build Second CAS/HUB Load Balance Testing Configure Accepted Domains and OWA Redirection Build Second Mailbox and DAG Group Testing Configure Mailbox Policies Mailflow Testing w/HA (SMTP Ingres/Egress)	Vartan	Ryan, Norbert	?	**5**
			System Architecture - Two-week Look Ahead				

			Conversion				30
05/02/12	05/16/12	**Stored Send Mail**	How long is it going to take to migrate email store? Need benchmark information to determine numbers for each phase in.	Vartan	Ryan, Norbert, Tom, Chien	Pending	10
PP 4/17/12	04/17/12	**Documentation**	Document Active Directory (Topology, Credentials, Critical Components)	Vartan	?	On-going	0
PP 4/18/12	04/19/12	**Documentation**	Build Test Environment (PC & Mac using standard FHDA	Vartan	?	In-progress	0
PP 4/19/12	04/20/12	**Documentation**	Document Exchange Environment	Vartan		In-progress	0
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	5
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	5
05/02/12	05/16/12	**Exchange**	Discussion on - • Naming conventions for Exchange • Use of multiple email Ids • Use of Aliases • VPN-Relay needed and use? Ready for project team discussion on **5/16/12**	Sharon	Norbert, Ryan, Matt, Tom, Allyson, Chien	In-progress	5
05/02/12	05/16/12	**Exchange**	Discussion on - • Groups assignments and controls • Vendor email addresses, why and needs Ready for project team discussion on **5/16/12**	Sharon	Chien, Fred, Matt, Ryan	In-progress	5
			Conversion Two-week Look Ahead				

			Deployment				36
03/21/12	04/18/12	**User Experience**	Need to decide acceptable down time for e-mail/calendaring	Chien	Sharon, Fred, Jack?	Pending	0
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, Allyson, Jack	In-progress	15
03/21/12	05/02/12	**Network**	Issues with connection to DR site resolved	Sharon	John A., Ryan,	Pending	0
05/02/12	05/21/12	**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 - Completed Training material and scheduling will be completed by 5/21/12	Sharon	Susan, Allyson, John V., Vartan	In-progress	10
05/10/12	**05/16/12**	**User Experience**	Discussion on use of Silverlight, Brockport videos, YouTube – conversion of materials	Susan	?	Pending	5
05/02/12	06/30/12	**Support**	We anticipate that there will be items unique to FHDA and further training is/will be made available at additional cost. What is the recommendation for formal training for our sys admins and application admins? It is unclear what training will be made available to the 'application' administration role and who will have the role of managing the resources (conference rooms and the moderators of those resources, if any) and the District calendar - holidays etc.	Sharon	?		0
05/01/12	05/16/12	**Support**	How to handle user's with special needs for stored desktop email, contacts, etc. in Eudora and Thunderbird	Sharon	John V., Allyson, Vartan, Chien	In-progress	5
05/02/12	05/16/12	**Support**	What are the differences between OWA light and premium. Will the users need to make a choice and why.	Susan		In-progress	1
			Deployment - Two-week Look Ahead				

			Communication				12
03/21/12 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	Jack	Chien	Completed	0
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	Fred	Chien, Kari	Completed	0
05/01/12	05/16/12	**User Experience**	Send out second project update and advisory of website	Fred	Chien, Kari	In-progress	2
05/10/12	05/16/12	**User Experience**	Q&A - Addtions and Clarification for next posting	Susan	Sharon, Kari	In-progress	5
05/10/12	05/16/12	**User Experience**	Proposal coming from the college - we need to update the current web mail link and splash page to give users sufficient notice for transition to the new OWA. Suggestion to put a short but prominent message to warn user the conversion is coming and a link to the web site. **5/16/12 - Is there a way to make the information more prominent.**	Chien	Kari	Pending	5
			Communication - Two-week Look Ahead				
							2
							Hours