| FHDA / Office365 Pilot Implementation for Facilities  |
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| Meeting Name: | FHDA Office365 Best Practices Session 1 |
| Date, Time and Location: | May 28, 2015 11:00 am- 12:15 pm (PDT) | Conference Call: 913-312-3202 |
| Meeting Objectives | The purpose of this meeting is to discuss current SharePoint 2013 Online implementation mapping the requirements, and review the solution based on best practices in the industry. |

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| **Meeting Invitees**  |
|  | Arun Chhatpar | X  | Ali Butt  | X | Patrick Okula |
| X | Claire Chang | X | Deepa Prasad |  | Mahmood Hasan |
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| **Agenda Topics** |
| Discussion Topics | **Responsibility** | **Timing** |
| 1. Introductions / re-introductions
 | Patrick | 5 min |
| 1. Open discussion
 | Ali | 80 min |

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| **Notes from Meeting** |
| 1. Office 365 Landing Page
	1. Ability to remove OneNote, Delve, and Video links
	2. Ability to edit the title text for My Site (SharePoint) app from ‘Site’ to ‘SharePoint’
2. SharePoint Online
	1. Summarized best practice for user permission / authorization for sites / document libraries
	2. Options for creating Document Library (for Project Work site) using template documents in Templates Library
	3. A discussion list is need for each Project Work site where users can post comments
3. Office 365 Admin Center
	1. Ability to navigate Admin -> Exchange to on-premise exchange administration
4. Single-Sign-On issue between FHDA MyPortal and SharePoint Online
	1. Inability to sign-out properly from Office 365
5. Content synchronization between local drive and OneDrive
	1. Demonstrate the functionality during next session
6. Publishing / posting SharePoint Online site links to Office 365 personal sites
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| **Action Items** |
| **Action Item** | **Assigned To**  | **Start Date** | **Completed Date** | **Status** |
| Demonstrate by creating sample Project Work site to show how permissions work in SharePoint | Ali Butt | 05/28/2015 |  | Demo scheduled for next meeting |
| Verify the ability to disable OneNote, Delve, and Video links from Office 365 landing page | Ali Butt | 05/28/2015 |  |  |
| Check single-sign-on issue and mitigate / report as needed | Ali Butt | 05/28/2015 |  |  |
| Demonstrate content synchronization for OneDrive | Ali Butt | 05/28/2015 |  | Demo scheduled for next meeting |
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