

Minutes of Meeting

FHDA / Office365 Pilot Implementation for Facilities		
Meeting Name:	FHDA Office365 Best Practices Session 2	
Date, Time and Location:	May 29, 2015 11:00 am- 12:30 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.	

Meeting Invitees					
X	Ali Butt		Arun Chhatpar		Patrick Okula
X	Claire Chang	X	Deepa Prasad	X	Linda Koyama

Agenda Topics		
<u>Discussion Topics</u>	<u>Responsibility</u>	<u>Timing</u>
1. Introductions / re-introductions	Ali	5 min
2. Project Site (Instance and Template) Demo	Ali	40 min
3. Discuss Office 365 landing page changes and SSO issue	Ali	20 mins
4. Open Discussions	Ali	20 mins
5. Wrap up / Discuss next action items	Ali	5 mins

Notes from Meeting
<ol style="list-style-type: none"> 1. Office 365 Landing Page <ol style="list-style-type: none"> a. Options for hiding / disabling services for Office 365 Video and Delve b. Not possible to hide OneNote, link Exchange / Calendar to on-premise AD environment, Change Site's app title. Reason being the apps are not authored in FHDA SharePoint Online tenancy. c. Options for publishing SharePoint portal links to user personal (my) site. Two options explored. 2. SharePoint Online <ol style="list-style-type: none"> a. Demonstrated the sample Project Site template with its features and permission management b. Process to create a new Project Site using the site template demonstrated. c. Several options for external sharing of documents explored d. Various OOTB SharePoint features explored for relevancy to the solution. 3. Content synchronization between local drive and OneDrive demonstration <ol style="list-style-type: none"> a. Possibility to using OneDrive Sync using AD user account to be explored in next session

Action Items				
<u>Action Item</u>	<u>Assigned To</u>	<u>Start Date</u>	<u>Completed Date</u>	<u>Status</u>
Create Template library, mapping the requirements	Ali Butt	05/29/2015		
Assign example permissions on Drawings library	Ali Butt	05/29/2015		
Create demo Project Site template, including the document library with folder structure as in specifications document	Ali Butt	05/29/2015		
Demonstrate OOTB workflows in SharePoint, how to design, create and its usage,	Ali Butt	05/29/2015		Demo scheduled for next meeting (06/02)
Document the process to create Project Site template,	Ali Butt	05/29/2015		

Minutes of Meeting

instantiating a new Project Site, and assigning unique permissions				
--	--	--	--	--