

# TouchNet Kick Off Meeting Minutes

June 19, 2013

**Attendees:** Chien Shih, Kevin Harral, Nazy Gayolan, Joe Lampo, Rachel Tai, Bret Watson, Susan Malmgren, Elvia Navarro, Sherri Mines, Hector Quinonez, Catherine Sun and Kari Elliott (note taker).

**On Conference Call:** Matt Fine (TouchNet), Natalie Bankus (TouchNet), Rani Kaur (TouchNet), Tom Roza, Nina Van, Kathleen Moberg, and Vicki Lao.

1. TouchNet Team.
  - Matt Fine – Project Manager.
  - Natalie Bankus – Consultant.
  - Rani Kaur – Tech Lead.
2. Review Terms of Engagement.
  - Hosted in Data Center.
  - Business contact will be Chien Shih; will bring issues/concerns to team meetings.
  - Adding Bill Payment Suite, Student Account Center and ACH.
  - Recommend remote training sessions – total of 4½-5 hours.
    - 2 hours for Payment Plan.
    - 2 hours for Bill Payment Suite.
    - ½-1 hours for ACH.
    - Can record all sessions for those who cannot attend.
    - Schedule training for the week of July 11, 2013; will put on calendar and send out agendas.
3. Project Description.
  - Implement Bill Payment Suite – August 22, 2013 (TouchNet recommends not doing implementations on Fridays).
  - Will install same suite for both colleges.
  - Will not be converting Banner installment plans.
4. Authentication with Student Account Center – need to schedule separate meeting with TouchNet.
5. Milestones.
  - June 21, 2013 – finish data gathering and send to TouchNet.
  - July 5, 2013 – Test instance ready.
  - July 18, 2013 – user testing.
  - August 14, 2013 – user testing and sign off.
  - Matt Fine will update milestones to show new go live date August 22, 2013 and send out to team members.
6. Status Reports – Matt Fine will send out on a weekly basis.
7. Data Gathering.
  - Setup secure routing to bank for testing.
  - Need to complete worksheet before training, mid-July.
  - Bill Payment Suite installation/configuration by July 5, 2013.
  - Need test student credentials as soon as possible.
8. Banner for Data Center Customer.

- Review materials and work with Rani Kaur at TouchNet.
- Install DAD.
- Install procedures.
- Point to test instance (PRODN).

**Take Away Items:**

1. Schedule 3 training days, 2 hours each day and put on calendar.
2. Once scheduled, post agendas to calendar.
3. Complete Data Gathering guides by June 21, 2013.
4. Schedule separate meeting to discuss authentication with Student Account Center.