Clockwork Project Team Meeting Minutes
July 8, 2014 11:30 a.m.-12:30 p.m.

Participants: Marilyn Booye, Teresa Ong, San Lu, Thom Shepard, Chien Shih, Jerrick Woo, Jim Clow, Ryan Anthony, Mary Baddam, Linda Koyama

I.   Reviewed the project charter, critical success factors, timeline and team member list. (Available at http://ets.fhda.edu/stories/storyReader$141) All in agreement and approved. Key features need to be defined in writing by both colleges and needs to be sent to Linda to add to the project scope.

II. To insure that both colleges have all the configuration documents needed, Mary suggested to have a separate meeting. Please let Linda know if you would like to set it up.

III. For the veteran's, Foothill will need to complete the core configuration, web appointment booking documents, service provider core and benefit forms. Mary will include documents that other colleges have used and compare to Foothill's to make any changes necessary.

IV. Concern regarding priority registration: To avoid double manual entry in Clockwork and Banner, would like to extract the code info from Clockwork and automatically upload to Banner, possibly run once a quarter.

V.   Reviewed progress of the technical installation.
- Ryan gave Mary the three server names for the webserver, appserver and SQL server. Same servers will be used for all three.
- Ryan clarified they will need three databases, De Anza DSPS, FH DSPS and FH veterans.
- Mary will not be able to access the SQL server from her VPN account since it is on the administrative network, but can log in to app. server to access the SQL server.
- Hopefully will be able to start installation by the end of the week.