

Conference Call with Omniupdate
Meeting Minutes
February 28, 2014, 10:00-10:30 a.m.

Attendees: Alisa Harrison, Michael Monina, Hazel Zaw, Chien Shih, Deepa Prasad, Linda Koyama

1. Currently working on the installation of OU Campus on the server that FHDA provided and should be ready by the end of next week (March 7, 2014).
2. We need to coordinate the transition of the development that the Foundation and the designers have been working on and moving it into FHDA's installation of OU 10. Because of the conference, probably cannot get back to them until the latter part of the week of March 10th or the week of the 17th.
3. Hasan's group verified that they provided OU tech the VPN and virtual instance and that OU is working on the installation of the enterprise version (version 10) of the software in our environment.
4. Question was raised by Alisa whether we were going to create VPN access for the Foundation designers or if we planned to use a public IP address for the application. Chien asked Alisa her opinion about this. Alisa explained there are pros and cons for both. VPN will work during development which means that OU and the designers will need to connect to FHDA's network and then log into the OU campus resulting in a dual log in. If you put a secure encryption onto the OU log in, it's quite a secure process even if one isn't on FHDA's network. Once it has moved into production, it creates a limitation to anyone who wants to update their website from home. Most schools do not continue using a VPN connection after it has moved into production due to the restriction of access. Depends on the number of users.

Chien said that here probably won't be more than five people during development/implementation phase accessing the Foundation website. We would need an external DNS entry (log into omniapp.fhda.edu to log into OU Campus). Currently it is being published to a domain that applied storytelling is hosting which is not logged onto FHDA's VPN. They can continue to see it now but eventually that domain of foundation.fhda.edu will need a public DNS entry.

5. Concern was raised by Chien that if we create an external DNS entry, will be any difficulties for the technical staff from Applied Storytelling or OU consultants to access the OU campus stack for them to do their work? Alisa said that it will simplify things since they won't have to open up the VPN connection before logging onto OU Campus. If you open it up to Applied Storytelling, they're not on your VPN so both OU Campus and the web server will need to be public facing. Still won't have access to the server itself, only to the page through http. Chien said we will probably make it http before the log-in but once they log-in it will be https with a security certificate.
6. Chien also explained that we hope to integrate OU with a single sign-on model. Any issues? Alisa explained that unless they have an account in OU Campus, single sign-on will not allow them access. FHDA is planning to implement Shibboleth; will work with OU? Yes, available in a future release of OU.

We will be installing Version 10.0.3; ShiboletH will be available in release upgrade 10.3 estimate after the end of March. Alisa will check with product management for estimated release date.

We will need to create guest vendor accounts for those who are not a part of FHDA's e-mail domain.

7. Verified that the OU web tier and FTP (will be used to publish finished HTML to our web tier?) will be residing in FHDA's environment. (FHDA tech team not clear). Yes, FHDA will be hosting the websites and OU Campus will only support FTP or SFTP connections. The OU Campus application will open the FTP or SFTP connection to the web tier and it will upload those files to those web servers which FHDA will host. Verified the web server can be a virtual instance that can reside on the same physical machine. OU Campus is a decoupled CMS environment; does not live on the web server.
8. OU work windows for implementations and professional services are booking up through June and July. Need advance notice regarding the future district websites.
9. Take away items:
 - A. Alisa will make sure that the enterprise software will be installed in FHDA's environment by March 7th.
 - B. Set up the DNS entry. (Will not use VPN).
 - C. OU will handle the migration to our enterprise environment.
 - D. After the migration, Foundation will be able to view the prototype in FHDA's environment.
 - E. Requested OU tech team connect with FHDA's tech team regarding #7 above. Can have another follow up call with Mike Adams next week. Let Alisa know what times will work.
 - F. Chien will touch base with Applied Storytelling regarding progress. Will tell them to expect the migration to happen after next week.
 - G. Chien can log in to check on the progress of the installation.
 - H. Need to clarify who will build the templates for the district. Depending on how smoothly the Foundation website is implemented, we will have a program review with FHDA, Applied Storytelling and OU. OU suggested to have Applied Storytelling develop and design the District templates and have OU implement them into the OU Campus. Need to take into consideration the constraints of the limited number of consulting hours (120) currently contracted with OU. Depends on the outcome of the review and the timeline and budget. We would like to get the District websites done by the end of the year, earlier even better; touch base in April with OU. Foothill implementation still not defined; will follow district.
 - I. Not sure yet how will the training will be divided between Applied Storytelling and OU.
 - J. Alisa had concerns regarding the "Live Delivery Platform." (allow them to create forms and deliveries). Chien requested to enable the features but not to turn them on until District (IR) has a chance to review. (Just like the templates, you need XSL to render them and publish them. OU will implement the XSLs necessary in one implementation (district, foothill) unless we want to use professional service hours. Deepa will attend the OU Conference to be introduced to XSL. Requested that they focus on website first.
 - K. Can schedule an appointment with the implementation team at the conference.
 - L. Michael asked Chien to call him.