Communication Suite Implementation Project Minutes

April 18, 2012


Objective:
1. 2 week look ahead plan.
3. Action Items.

Project Overview:

- **System Architecture Review.**
  - Storage.
    - Have measurement tools in place to measure performance; Exchange has built in tool to benchmark performance.
    - Must be able to establish a baseline; STA will provide access to documentation to Tom.
    - Can be done before building mailboxes; run stress test before going live.
  - System Design – VM operations/backup/recovery.
    - Tom’s group has not had time for assessment because Spring quarter has just started.
    - Tom will schedule a conference call with Vartan to discuss.
    - Lead time on delivery – 2-3 weeks; 30 day trial.
  - Load Balancing – will use Microsoft moving forward.
  - Active Directory.
    - VM installed and configured.
    - STA just received network diagrams from Sharon; will email to team for tech review April 19, 2012.
    - Setting up sample STA domain for testing; will be ready Monday, April 23, 2012 in afternoon.
    - Integration with Abaca working properly.
    - Anticipated schedule for testing closer to first week of May.
  - Exchange Build Process.
    - Haven’t started building yet; begin after tech review and team signs off.
  - Equipment Order.
    - Stamped rush by Purchasing Department; in house by end of month.

- **Conversion.**
  - Stored send email – on hold.
  - Meeting Maker – recommend not using Sumatra for conversion.
  - Minimize consequences on users.
  - Document how to export from Meeting Maker and import into Exchange – Susan.

- **Deployment.**
  - Downtime for email/calendaring – reserve for next meeting.
  - Quota size policy decision.
    - Not set quota for conversion and gradually begin to shrink.
    - Bring options to next meeting for discussion.
- Users Instructions.
  - Vartan will give Susan a sample of Exchange 2010 to play with and document.
  - Link to online videos.
- Priority sequencing of phased in users.
  - Schedule meeting with Sharon next week to discuss; bring plan to next meeting.
  - Setup sandbox for user testing.
- Communication.
  - Escalation process – team members to review and give any changes to Jack no later than next week (week of April 23rd).

**Take Away Items:**
1. Zenith backup appliance consensus; make recommendation at May 2, 2012 meeting.
   - Tom & Sharon’s group need to sign off; final recommendation April 25, 2012.
3. Mail flow test; dependent on firewall changes.
   - Vartan will work with Norbert.