Communication Suite Implementation Project Minutes
April 4, 2012


Objective:
1. Consensus on architecture & equipment.
2. Review contents of SOW – separate meeting.

Project Overview:
- System Architecture Review.
  - Status of ordering and expected delivery.
    - Hardware; piggyback on Dell PO.
    - Software license.
    - Storage; Tom’s team needs more time to review SOW.
  - Final decision on virtualization.
    - Team agrees to virtualize.
    - Use 3 servers; 2 live and 1 standby.
  - Where Exchange will reside on network.
    - Will sit behind load balancers.
    - Will need another switch, server and more memory.
  - What backup method to be used.
    - Zenith appliance recommended.
    - Can use Microsoft Exchange backup; will need to clear backlog when backing up.
    - More discussion needed.
- Conversion.
  - In-depth discussion next meeting; Tom will research Sumatra Development.
- Schedule Review.
  - Milestones for next meeting.
    - Finalize list of equipment.
    - Equipment in-house and configured.
    - Setup sandbox for testing.
- Communication Plan.
  - Sharon will develop plan for users.
  - Website in place.

Take Away Items:
1. Tom’s team will review SOW/BOM.
2. Decision made to use VMware needed
3. More discussion needed on load balancer method.
4. More discussion needed on backup method.
5. Rollout methodology – more discussion needed.
6. Health check of Active Directory – Tom will provide VPN access to Vartan.