Communication Suite Implementation Project Minutes

May 16, 2012


Vartan Chukhadarian onsite for meeting.

Project Overview:

- **System Architecture Review.**
  - Equipment Order.
    - Servers installed; memory installed.
    - Identify location for disk – expected delivery date May 18, 2012.
    - VMware license – done.
  - Performance.
    - Tom sent metrics to Vartan – have not discussed yet.
    - Ready to test; waiting for storage.
    - Same day results; complete by May 25, 2012.
    - Exchange is done.
    - Some details to work out with network.
  - Network Topology.
    - Meet scheduled for May 16th; make final decision then.
    - Put on private network.
  - Backup.
    - Use Zenith appliance; Tom will finish analysis, give Chien answer May 21, 2012.
    - Put in before June 1st to have in place for day one.
  - Active Directory Health Check.
    - In place.
    - Need to resolve network issues.
    - Health check report has been sent to Chien & Jack May 16, 2012
  - Exchange 2010.
    - Need certificate; Vartan can provide & have in place by May 18, 2012.

- **Conversion.**
  - Store Send Mail.
    - Have list compiled by May 23, 2012.
    - Use ETS to fine tune migration.
    - Users will forward their emails will have to setup themselves; ETS will not forward emails for users.
  - Calendar – Conference Rooms.
    - List has been cleaned up; compiling who needs to be delegates (read/write access) to rooms.
    - Need to test if rooms can have more than 1 delegate.
    - Will have public rooms, first come, first serve.
Will have rooms which need permission to use.
Sent list of test accounts to Vartan to test, May 21, 2012.

- Naming Conventions, Multiple Email IDs, Aliases.
  - No issues with aliases.
- Group Assignments & Controls.
  - Sharon is compiling vendor email addresses.
  - Not in Banner; do not have CWID.
  - Need a format for creating: v_lastname, firstname.
  - Add a number at the end if duplicate names.
  - Force to change password when logging in the first time.

• Deployment.
  - Review Susan’s Outlook Training Plan-handout.

Take Away Items:
3. Resource list for calendar in Exchange before go live.
5. Lock password day of conversion to send mail; forward mail from send mail to Exchange.