Communication Suite Implementation Project Minutes
May 2, 2012


Vartan Chukhadarian and Rob Schaeffer on conference call.

Project Overview:
- System Architecture Review.
  - System Design – VM operations/backup/recovery.
    - Keep network as is.
      1. Use public facing addresses; hide behind firewall.
      2. MS Load Balancer – traffic through load balancer; can restrict ports.
      3. Online/near online prototype system out by end of May.
  - Active Directory.
    - Active Directory on public IP address.
      1. Option One: use current setup; access list for opening up router.
        - Issue – add virtual instance to beef up security as much as can.
      2. Option Two: additional router in front of virtual router with access list.
        - Next step 10 private network for active directory – future network design.
  - Equipment Order.
    - Dell 710 server expected delivery date May 8, 2012.
    - Additional memory has been installed.
    - Expect to receive all equipment by May 18, 2012.
  - Performance.
    - Stress test, flow process report – need defined criteria for proven results.
    - Finish building Exchange & run stress tests; run again when storage is added.
  - Network Topology.
    - Certified current design; redesign network later.
  - Mail flow testing.
    - Send mail intact until end of project; send copy to Exchange.
    - Exchange 2007 in place; test mail flow.
  - Backup – fine tune ideas.
    - Archive setting – override if not district policy.
  - Active Directory Health Check – use existing structure.
- Conversion.
  - Create test criteria for testing browsers.
  - Conference room clean up.
    - Locations (MM) migrate to Rooms (Exchange).
    - Resources (MM) migrates to Equipment (Exchange).
    - Sharon will give list to Tom’s group.
• Will add campus initials & building locations; finalize before implementing.
  o Gilbane-Maas are independent companies included in Meeting Maker; Sharon will condense the list for creating accounts in Exchange.
  o Cannot import into OWA; start communicating to users.
  o July 9, 2012 cutoff date for Meeting Maker.

• Deployment.
  o Review Susan’s Outlook Training Plan-handout.
  o Have first session in June before finals at both colleges – general overview, not hands on.
  o Need to finalize training schedule, book training rooms at both colleges and publish on website.
  o Some users already using Outlook – will work off-line with users through Call Center.
  o Users will have to opt in to use client on desktop.
  o More research needed on Light mode vs. Premium mode – Susan will research.
  o Sharon will schedule a meeting to discuss special users.
  o Certify sandbox and send out communication to users May 7, 2012.

Take Away Items:
1. Need methodology and script for stress test.
2. Ports to be open list to David Gillett.
3. Sharon will create a crosswalk for Meeting Maker conference rooms’ migration to Exchange to post on website.
4. Sharon will schedule a meeting to discuss aliases; Exchange allows only 1 alias.