

# Communication Suite Implementation Project Minutes

May 2, 2012

Attendees: Chien Shih, Tom Roza, Ryan Anthony, John Vandercook, Sharon Luciw, Susan Malmgren, Allyson Rainieri, Norbert Debler, John Abbruscato, Matt Rapczynski, Fred Sherman, Lisa Hocevar, David Gillett, Vartan Chukhadarian (STA), Rob Schaeffer (STA), Jack Raubolt, Kari Elliott (note taker).

Vartan Chukhadarian and Rob Schaeffer on conference call.

## Project Overview:

- **System Architecture Review.**

- System Design – VM operations/backup/recovery.
  - Keep network as is.
  - Finish installing Exchange 2010 May 2, 2012.
    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.
  - VMware – update from Vartan/Rob May 2, 2012.
  - 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.
- Gilbane-Maas are independent companies included in Meeting Maker; Sharon will condense the list for creating accounts in Exchange.
- Cannot import into OWA; start communicating to users.
- July 9, 2012 cutoff date for Meeting Maker.
- **Deployment.**
  - Review Susan's Outlook Training Plan-handout.
  - Have first session in June before finals at both colleges – general overview, not hands on.
  - Need to finalize training schedule, book training rooms at both colleges and publish on website.
  - Some users already using Outlook – will work off-line with users through Call Center.
  - Users will have to opt in to use client on desktop.
  - More research needed on Light mode vs. Premium mode – Susan will research.
  - Sharon will schedule a meeting to discuss special users.
  - 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.