

Exchange Daily Implementation Meeting Minutes

July 6, 2012

Critical issues

No critical issue reported from the field.

Discussions

1. Status of offline conversion
 - Clone of live send mail database completed as of last night, status communicated to STA after completion, STA should start the delta migration this morning.
 - ACE of STA indicated the conversion of faculty email off line took more time than usual.
2. Load balancer readiness
 - Load balancer configuration is on-going.
 - No significant technical issue reported.
3. Single sign on
 - Development completed, initial testing OK.
 - Will start team testing after Load Balancer installed.
 - May need OWA downtime to tweak the idle time session timeout parameter.
4. Weekend conversion announcement
 - Trustees first, summer teaching faculty second, department accounts third, non-teaching faculty last.
 - will announce each group when completed.
5. Department Account
 - Configuration at the Exchange is ready
 - Waiting for history migration.
6. Calendar delegation
 - Progressing based on the list provide by Sharon.
 - Waiting for another list update.
 - Chien asked QA of the key management personnel against the current list - VPs, VCs, Deans (using Banner)

Take away items

1. Tom will work with ACE of STA to find out if there is any issue to convert all faculty members during the weekend, will send email to group.
2. Chien will bring up the Meeting Maker July 15 stop operation decision in Director meeting, and pass the final decision to the team after management discussion.
3. Tom will QA the delegate list against Banner with Joe.
4. Tom will coordinate with Matt and Joe regarding the SSO time out value, current best practice of Luminis time out is 5 hours.

past meeting minutes can be located at:

<http://ets.fhda.edu/exchange>