

Exchange Daily Meeting Minutes

June 22, 2012

Agenda

1. Prepare a priority conversion sequence for the upcoming faculty group, needs to convert the teaching faculty for summer first followed by non-teaching faculty in terms of priority.
2. Departmental list for special mail accounts.
3. Discrepancy between the active employees in DA and mail box count for the conversion group list.
4. Status of the current history conversion

Action and take away

1. Tom will look into the teaching faculty number and get a list from Joe.
2. Sharon is getting the department special account list, and will work with Tom to provide an implementation schedule.
3. Tom will provide an explanation of the discrepancy between DA active list and mail box account number list.
4. Vartan reported history has been converted over including and up to all retirees. Faculty group is the next and will start next Tuesday. Norbert reported the clone database is updated last night to include all history up to June 21, 2012.

We will start the conversion 3 pm this afternoon on schedule, no other issues reported.