

Exchange Weekly Implementation Meeting Minutes

July 11, 2012

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

Status updates

Conversion Status/Issues:

- Faculty non-teaching conversion is complete.
- 30 accounts on exception list; Working on exception list with STA to complete July 11, 2012.
- Cleaning up department accounts.
- Setup Gilbane contractor accounts July 11, 2012.
- Sharon will give Tom the list of department calendars needing Exchange accounts created.

Meeting Maker Extension:

- Request to push MM shutdown to end of July from Call Center.
 - Users on vacation would not be able to synch MM before original shutdown (July 15, 2012).
- Continue plan to use Exchange starting July 15, 2012; warn users MM is still operational for synching purposes only, Exchange will be source of truth.
- Send message to users to start using Exchange July 15th and not to setup in meetings in MM after July 15th.

Single Sign-on:

- Start testing after load balancer has been added to system.
- Time out after 15 minutes; not changing parameters.

Cache Address Issue:

- No global fix per Vartan (STA); it is a desktop to desktop issue and is documented in user instructions.
 - Users will have to clean up cache addresses.

Load Balancer:

- Need to make sure CH1 and CH2 are identical.
 - Need to bring up CH1 and configure correctly; currently testing.
- Load balancer working off of CH2.
- Get both working by end of week; in production Friday.
- Still need to do performance reports.
- Still need to test failover.