

**Foothill De-Anza CCD
 Communication Suite
 Implementation Project Meeting
 Agenda
 April 4, 2012 @ 10:30AM in D260**

Logistics:

- Parking passes are available from Kari Elliott in D260.
- Conference line available, contact Kari for instructions.
- Expected adjournment 12:30PM.

Minutes
 allowed
 75

**Lead
 Chien**

System Architecture review:

Review design per changes in the last meeting and the action items below:

- Status of ordering and expected delivery
- Final decision on virtualization
- Where Exchange will reside on the network
- What Backup method to be used
- Decide on Load Balancer Method
 - Agreement on technology design – Yes or No or more discussion

Chien
 Vartan
 Sharon
 Tom
 Vartan

Conversion:

- Thoughts on Meeting Maker data conversion. Discussion only.

Vartan 15
 Sharon

Schedule review:

- Review of Project Plan and set outcome milestones for next meeting
- Rollout methodology discussion – gather ideas on who in what phases
 - Agreement on project plan – Yes or No or more discussion

Vartan 30
 Vartan
 Chien

Communication Plan:

Jack 5

Reminder: All meetings need to be documented with subject, discussion and outcomes.

- Project Web site is set. Please forward project documents to Kari for posting.
- Review issue escalation and resolution plan.

Kari
 Jack

Next meeting Wednesday April 18th @ 10AM – D260. Conference calling will be provided.