Degreeworks Daily Meeting Minutes

January 4, 2012

Attendees: Chien Shih, Susan Malmgren, Jerrick Woo, Tom Roza, Matt Rapczynski, Laureen Balducci, Veronica Aparicio, Nazy Galoyan, Angela Caballero de Cordero, Joe Lampo and Kari Elliott (note taker).

1. Demo Degreeworks in Test:
   - Date on PDFs has been made smaller.
   - Need to change 'foreign student' to 'international student' in attributes.
   - Legend has been moved to top – colleges ok with legend at top.
   - Test scores will be left blank; discuss how to populate at a later date.
   - Wording has been changed in disclaimer per colleges' specifications and disclaimer for ed plan has been added.
   - Ed plan – change wording for submitting to 'make an appointment with your college counselor.'
     - Susan will email changes to Jerrick today.
     - Change 'Untitled' if possible.
   - FAQs still need to be done for Planner – Susan will complete today.
2. Celebration Go Live Gifts:
   - Gifts will arrive this week.
   - Coordinate with colleges to distribute t-shirts to pilot students.
3. Help video:
   - Still need to add closed caption to video; Matt will use outside service – completed
     - Users will be able to turn closed captioning off.
   - PDF's for help need to be updated with new screen shots with localizations.
   - Finalize January 4, 2012 – completed.
   - Put link on MyPortal before January 9th go live date.
4. Major Selection:
   - In production; no issues reported.
5. Localization Short List:
   - List is almost completed.
6. Degreeworks Channel:
   - Move 'Launch Degreeworks' link to top.
   - Remove timeline; add video links in place of timeline.
     - Susan will email links to Drake today.
7. Pre-flight Checklist for January 9th Go Live:
   - Complete programming by January 3, 2012.
   - Infrastructure ready for go live – completed.
   - Move link into Degreeworks and turn on January 9, 2012 – Jerrick/Drake.
   - Test problem report form – completed, ready to implement into Production.
     - Link will be put on Student Tab.
   - Cannot save ed plan or use drag and drop feature with older version of Safari; may need to add to FAQs.

- o Susan needs details to add to FAQs – need to have Safari 5 or use Firefox as alternative.
- Review one more time in Production January 5, 2012.
  - o Colleges will test again in Production with real students after final review.
  - o Will freeze production after January 5, 2012 team final review meeting.