

# Degreeworks Daily Meeting Minutes

**January 5, 2012**

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

1. Demo Degreeworks in Production:
  - Help for Audit tab does not work in student view.
    - Ticket open with Action Line.
    - Worked in Test; step missed when moving into Production? (Jerrick/Matt)
  - Firefox does not handle formatting for disclaimer; users see HTML.
    - Make one paragraph and take out red text.
  - Remove counselor message from Degreeworks channel – Matt.
  - Need to change ‘foreign student’ to ‘international student’ in attributes - completed
  - Ed plan – change wording for submitting to ‘make an appointment with your college counselor’ – completed.
    - Change ‘Untitled’ if possible; does not happen in Firefox, Internet Explorer is blank and Safari shows untitled.
  - FAQs still need to be done for Planner – completed.
2. Celebration Go Live Gifts:
  - Coordinate with colleges to distribute t-shirts to pilot students.
3. Major Selection:
  - In production; no issues reported.
4. Localization Short List:
  - List is almost completed.
5. Degreeworks Channel:
  - Move ‘Launch Degreeworks’ link to top – completed.
  - Remove timeline; add video links in place of timeline – completed.
6. Pre-flight Checklist for January 9<sup>th</sup> 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.
    - Susan needs details to add to FAQs – need to have Safari 5 or use Firefox as alternative.
    - Changes have been made to FAQs.
  - Review one more time in Production January 5, 2012.
    - Colleges will test again in Production with real students after final review.
    - Freeze system & turn on in Productions – January 5, 2012
  - ARGOS report running in background; still need to process 17,000 records for both colleges.