

Degreeworks Weekly Meeting Minutes

January 3, 2012

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

1. Celebration Go Live Gifts:
 - Gifts will arrive this week.
 - Coordinate with colleges to distribute t-shirts to pilot students.
2. Demo of Help video:
 - Link is on Degreeworks test site.
 - Still need to add closed caption to video; Matt will use outside service.
 - PDF's for help need to be updated with new screen shots with localizations.
 - Finalize January 4, 2012.
 - Put link on MyPortal before January 9th go live date.
3. Demo Major Selection:
 - In production; no issues reported.
4. Localization Short List:
 - List is almost completed.
 - Add disclaimer to ed plan; changes have been made in test.
 - Have verbiage for disclaimer.
 - Legend has been moved to top; Kent & Laureen will review.
 - Review spec again January 4, 2012.
5. Pre-flight Checklist for January 9th Go Live:
 - Complete programming by January 3, 2012.
 - Completed except for disclaimer.
 - Infrastructure ready for go live – completed.
 - Move link into Degreeworks and turn on January 9, 2012 – Jerrick/Drake.
 - Test problem report form – January 3, 2012.
 - 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.
 - Invite Drake Lewis to future meetings – Kari.