Degreeworks Daily Meeting Minutes

September 20, 2011

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

Go Live Process:
1. Work in test environment first.
2. Dual entry in test environment and production once live – usually for 1 week to make sure working correctly.

Issues:
1. Localizations – what has been done.
   - Still reviewing.
   - Need to verify what has been done; some users still see Banner University, some see district localization.
   - Will distribute completed list to team.
2. Populate Student Data:
   - DWPROD has not been populated from PROD.
   - Need to activate script to do daily update.
3. Single Sign On Still Unresolved:
   - Elevated ticket with SGHE – Chien will follow up.
   - Counselors have work around in place for go live.
   - Need to resolve before Student go live.
4. PC Tool Software Configuration Changes:
   - Already given to Stephanie Franco and Kent McGee.
   - Need to give Tom list of who else needs the changes.
5. Course Script Interface – run as required.
6. Advisor Script Interface – customized script; not needed for go live.

Take Away Items:
1. Resolve localization issues.
2. Matt needs list from both colleges for security access – end of today.
   - Security needs to be setup before training scheduled for end of week.
3. Establish procedure for maintaining DWTEST in near production environment – Tom.