

## **Foundation Weekly Meeting Minutes**

### **February 8, 2011, 9:00am-9:30am**

Attendees: Chien Shih, Jennifer Dirking, Joe Lampo, Robin Lyssenko, Kathy Nguyen, Ron Rayas, Tom Roza, Francis Ramirez, Laura Woodworth, Jim Clow, Jerrick Woo, Ngoc Nguyen, Hector Quinonez, Bill Baldwin and Kari Elliott (note taker).

1. TST8 Conversion Process to TRN8:
  - Spreadsheets for rule and validation table are almost done.
  - Sign off end of this week.
  - Start uploading next week.
2. Technical Conversion – SGHE:
  - Need to identify tables for Donorwork conversion – SGHE will write script.
  - Continue working on mapping.
  - CTOOL may be enough.
  - Real data migrated by end of this month.
  - Still need a script to separate spouses and a script for hard credit & soft credit.
  - Gift history is already mapped.
  - Follow up next week.
3. Conversion Tool/GPSynch:
  - GPSynch not set up; Joe needs to talk with David Gilmore (SGHE).
  - Need to make sure CTOOL and GPSynch are working correctly.
  - 90% of tables mapped.
4. Security Set Up In TRNG8:
  - Will need list of users and their IDs for Foundation database.
  - Robin would like to give full access to users for now and scale back later.
  - Robin will send list of users to Bill Baldwin by the end of today.

#### **Action Items:**

1. Spreadsheets loaded next week.
  - Check rule and validation table February 15, 2011.
2. Status of Donorwork database conversion.
  - What tool to use.
  - Start loading.
  - Final clean up.
3. Security Set Up.
  - Begin to set up.
4. Tom Roza will clone Production to TST8 tonight for Joe Lampo to set up GPSynch and CTOOL with real data.
  - Will do backup before cloning.
  - Cloning Banner tree, forms and database.
  - Tom will send out an advisory to team leads today.