Foundation Weekly Meeting Minutes
January 25, 2011, 9:00am-9:30am

Attendees: Chien Shih, Jennifer Dirking, Joe Lampo, Robin Lyssenko, Kathy Nguyen, Ron Rayas, Tom Roza, Francis Ramirez, Laura Woodworth and Kari Elliott (note taker).

1. TRN8 Conversion Process to TST8:
   - Move rule and validation tables only; no need to move data since it is not valid.
   - Migrated Donorwork database to TST8.
   - Clearly identify rule and validation tables; use Robin's spreadsheet with seed tool.
   - Can use the spreadsheets for crosswalks.
2. Technical Conversion – SGHE:
   - Script s to be written by SGHE consultants (Lee Millen or David Gilmore).
     - Identify Donorwork to Banner file structure conversion requirement.
     - Convert all history.
3. Conversion Tool/GPSynch:
   - Create exception list – will have to fix manually.
4. Security Set Up In TST8:
   - Who should have access to what.
   - Role based security.

Action Items:
1. Spreadsheets for Rule and Validation table. (Robin/Noelle)
   - Preliminary review; certified by February 1, 2011.
   - Begin conversion; test loading spreadsheet.
2. Donorwork Data Conversion. (Ron, Joe, SGHE)
   - Begin review next meeting (PIDM, Gifts, COA)
   - Identify what to migrate; scope of conversion February 1, 2011.
3. Security Set Up.
   - Discuss at February 8, 2011 meeting.
   - Will invite Bill Baldwin (security officer) to meeting.

Should start upload process February 15, 2011. Noelle Hylton (SGHE) will be on site the week of February 22, 2011 to verify.