

**Clockwork Project**  
**Conference Call Minutes**  
**June 19, 2014 10-11 a.m.**

Participants: Chien Shih, Jim Haynes, Marilyn Booye, Shirley Schooler, Kevin Glapion, Debbie Centanni, Teresa Ong, San Lu, Mary Baddam and Krystel Ocampo from Clockworks, Linda Koyama

**I. Key milestones**

- **Stage one: Application installation** to Virtual Machine instance in cooperation with FHDA ETS and Clockwork technical support. Will create three databases: De Anza DSS, Foothill DSS, Foothill Veterans. Target completion end of July.
- Please review the milestones and project scope; any concerns let Chien know by 7/8/14.
- **Stage two: Complete configuration documents:** In the e-mail sent by Chien on 6/13/14, Clockwork has sent packages containing the configuration documents entitled “For Department- Disability” and “For Department- Veterans”. (If you need Linda to resend it to you, please e-mail her at [koyamalinda@fhda.edu](mailto:koyamalinda@fhda.edu)). Foothill will need to complete both and De Anza will need to fill out the “For Department-Disability” only. These packets cover the modules that have been purchased and need to be completed to the best of your understanding. They cover things such as appointment types, staff list, intake types, accommodation letter templates. Another meeting can be scheduled with each department if you have any questions. Marilyn and Teresa would be working together since 75-80% would be similar information; only the format may be different. It is important that when you send forms to Clockwork, please specify whether they are forms for De Anza or Foothill since they will have unique databases.
- **Stage three: Software review:** Clockwork will go over the configured software with the functional users to make sure that the software looks good and everything they asked for is there. Final modifications are done. On-site training is then provided.
- **Stage four: Testing:** ETS will perform the initial testing internally to insure that everything is functioning correctly. Then it will be handed over to the functional users to test thoroughly. Once everything is working to everyone’s satisfaction, project will go live.

**II. Technical questions from Clockwork**

Mary had the following questions for our technical team: (Meeting scheduled 6/26/14 @ 1 p.m.)

- Contact to get access to the servers.
- When can they get started installing the software.
- Where the databases need to go (3 databases, De Anza DSS, Foothill DSS and Foothill Veterans).
- Where the application servers for each of the departments are.
- What method will be used to set up the data sync, outlook sync. (interface with Banner is real-time).
- How will they be pulling in student data.

III. Next meeting to be scheduled: July 8, 2014.