

De Anza Clockwork Project Conf. Call Minutes

August 12, 2014 10:00-11:00 a.m.

Participants: Jim Clow, Marilyn Booye, Mary Baddam, Linda Koyama

1. To recap what was covered in the tech configuration conference call last week, all the servers have been installed. Mary is now waiting for the users to start sending whatever completed configuration documents they have completed.
2. Mary wants to make sure that there are able to answer all the questions and requirements. Can answer any questions now. Marilyn said that she had been asking questions of Krystal regarding links and connections.
3. Marilyn can send what they have by tomorrow afternoon; majority is done, just need to tweek the and fine tune the details. Any attachments like paper forms can be scanned in and e-mailed to Mary. Marilyn wants to make sure that she is sending everything correctly and formatting it correctly. Mary will review and set up a time to connect by phone to go over with Marilyn.
4. Notetaker screen is on hold due to illness; earliest by Thursday.
5. Once everything is put in, they offer a tour for the department. Changes are acceptable only once.
6. Once they are trained, the users can also make changes on their own.
7. Mary will test the Banner connection password today and let Jim know if there are any problems. Commonly used fields will be pulled from our Banner system.
8. Mary will provide Marilyn a list of the columns that are being returned. Marilyn will need to let Jim know if they need any additional fields that she needs.
9. Linda will send Marilyn Mary's contact info.
10. Marilyn will make sure to label her documents as "De Anza DSPS".