

Clockwork Project Technical Config. Conf. Call Minutes

August 7, 2014 11:00 a.m.-noon

Participants: Chien Shih, Mahmood Hasan, Jim Clow, Ryan Anthony, Mary Baddam, Linda Koyama

1. Technical Configuration status:

- Servers are installed.
- Still need to work on web authentication (active directory log in) and data sync configuration. Jim will send a copy of the package to Mary. Mary will start testing the Banner package by putting a form to match the data elements that FHDA is sending. Ryan will need to send Mary the connection information (where to connect to the data source: server name, user name and password, port). Application server is connecting to Banner, read only.
- Need to set up the Outlook sync.
- Can install Clockwork on a staff computer in DSS dept. Mary can send the instruction guide, the INI files are ready. ETS would prefer to test a terminal server. Ryan will test when he returns from vacation. Mary will send info and links for the websites. Each department will have its own INI file that goes into one client library. We can make three different icons for the different users to make it user friendly.
- Mary will e-mail the three links for the websites to Ryan.

2. Functional users status:

- Mary has not received any documentation from the users.
- Linda will contact the users to e-mail all the completed configuration documents (staff list, e-mail templates, forms) that they have finished so far.
- Once Mary receives the documents, she will start the configuration and a conference call will be set up with Mary to contact the users and let them know what they are missing.
- Deadline for all completed documents from the departments is August 18th.