



**State of Vermont**

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**Migration to Office 365  
Meeting Log**

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# Migration to Office 365

## Meeting Log

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<b>Project Manager</b>	Serena Kemp	<b>Facilitator</b>	Serena Kemp
<b>Purpose of Meeting</b>	Provide a status regarding the project and discuss questions.		
<b>Date of Meeting</b>	02/23/2016		

Agenda Item/Topic	Notes
<b>Quick Project Reference</b>	Website; <a href="http://dii.vermont.gov/news_issues/projects/office365">http://dii.vermont.gov/news_issues/projects/office365</a> Email; <a href="mailto:dii.office365@vermont.gov">dii.office365@vermont.gov</a> FAQ Document; <a href="http://dii.vermont.gov/application/desktop/ms365/faq">http://dii.vermont.gov/application/desktop/ms365/faq</a> Training; <a href="http://dii.vermont.gov/support/ms365">http://dii.vermont.gov/support/ms365</a>
<b>Questions waiting on a response:</b>	Is there a cost related to exceeding the quota of 20gb per SharePoint site collection? - <i>Yes, and the fee structure will remain the same as it has in previous years.</i>
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Global Issues - Team                             <ol style="list-style-type: none"> <li>a. There are no known global issues.</li> </ol> </li> <li>2. Exchange – John Q.                             <ol style="list-style-type: none"> <li>a. Migration schedule                                     <ol style="list-style-type: none"> <li>1. <i>The schedule has remained unchanged at this time. It is anticipated DCF will continue to migrate on March 15<sup>th</sup>.</i></li> </ol> </li> <li>b. Number of migrated users                                     <ol style="list-style-type: none"> <li>1. <i>There are 5425 licensed users.</i></li> </ol> </li> <li>c. Unvaulting status                                     <ol style="list-style-type: none"> <li>1. <i>DCF is continuing to unvault and currently at approximately 70% complete. No other organizations are unvaulting during this time.</i></li> </ol> </li> <li>d. Next organization to migrate                                     <ol style="list-style-type: none"> <li>1. <i>AHS; Department of Health, Department of Health Access and Department of Corrections. (Scheduled date: March 29<sup>th</sup>)</i></li> </ol> </li> </ol> </li> <li>3. SharePoint                             <ol style="list-style-type: none"> <li>a. Upcoming team meetings to be scheduled (Tara P.)                                     <ol style="list-style-type: none"> <li>1. <i>There are meetings coming up, the goal is to discuss information specific to SharePoint with the Administrators and Site Collection Owners.</i></li> </ol> </li> <li>b. Issues Update (Joe L.)                                     <ol style="list-style-type: none"> <li>1. <i>SharePoint team continues working with Site Admin's and Owners to resolve issues. Currently heavily working with ACCD &amp; AHS.</i></li> </ol> </li> </ol> </li> </ol>

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	<p style="text-align: center;">2. <i>SharePoint team is working on resolutions with Microsoft.</i></p> <p style="text-align: center;">3. <i>390 total error count with 149 resolved.</i></p> <p>4. Desktop – Shawn P.</p> <p style="padding-left: 20px;">a. The importance of leaving your computer on</p> <p style="padding-left: 40px;">1. <i>If an employee doesn't leave their machine powered on there is no way for DII to connect to it for the upgrade of Office applications.</i></p> <p style="padding-left: 20px;">b. Outlook client profile issue</p> <p style="padding-left: 40px;">1. <i>The issues received are connected to additional profiles an account has. There's no way to avoid the issue, the profile needs to be rebuilt. (For assistance please submit a LANDesk ticket; <a href="#">Link to LANDesk</a></i></p> <p style="padding-left: 20px;">c. How can users get their issues resolved quickly</p> <p style="padding-left: 40px;">1. <i>Please submit tickets, most issues DII resolves are done remotely. (<a href="#">Link to LANDesk</a>)</i></p> <p style="padding-left: 20px;">d. Where to find useful information to help with migrations</p> <p style="padding-left: 40px;">1. <i>There's the project website with FAQ information, Brainstorm training, and reading emails sent from <a href="mailto:DII-Office365@vermont.gov">DII-Office365@vermont.gov</a>.</i></p> <p style="padding-left: 40px;">2. <i>The website can be found from DII's main web page, or follow this link; <a href="http://dii.vermont.gov/news_issues/projects/office365">http://dii.vermont.gov/news_issues/projects/office365</a></i></p>
<p><b>Notes</b></p>	<p>Currently we're experiencing a synch issue that is impacting approximately 30 users, is a resolution in site?</p> <ul style="list-style-type: none"> <li>- <i>There was an upgrade to AD Connect that is causing an issue and DII is working with Microsoft to solve the error.</i></li> </ul> <p>Is there a report DII can run to identify what applications have not been upgraded on our staff's machines?</p> <ul style="list-style-type: none"> <li>- <i>Yes, for those organizations DII supports.</i></li> </ul> <p>Is there a migration guide for DocAve tool?</p> <ul style="list-style-type: none"> <li>- <i>Yes, it's on the are on the DocAve website located here: <a href="http://www.avepoint.com/assets/pdf/sharepoint_user_guides/SharePoint_Migration_User_Guide.pdf">http://www.avepoint.com/assets/pdf/sharepoint_user_guides/SharePoint_Migration_User_Guide.pdf</a></i></li> </ul>
<p><b>Tasks</b></p>	<p><b>Shawn Potter</b> – Provide Becky-Jo a list of machines without an upgrade to their applications.</p>