



State of Vermont

**Migration to Office 365
Meeting Log**

Prepared By: Serena Kemp
Date of Publication: 04/19/2016

Migration to Office 365

Meeting Log

Project Manager	Serena Kemp	Facilitator	Serena Kemp
Purpose of Meeting	Provide a status regarding the project and discuss questions.		
Date of Meeting	04/19/2016		

Agenda Item/Topic	Notes								
Quick Project Reference	Website; http://dii.vermont.gov/news_issues/projects/office365 Email; dii.office365@vermont.gov FAQ Document; http://dii.vermont.gov/application/desktop/ms365/faq Training; http://dii.vermont.gov/support/ms365								
Questions waiting on a response:	None.								
Agenda	<ol style="list-style-type: none"> 1. Exchange – Serena <ol style="list-style-type: none"> a. Migration Schedule <ol style="list-style-type: none"> 1. http://dii.vermont.gov/sites/dii/files/PDF/News/O365D_eptEmailMigrationTimeLine.pdf 2. <i>VT Department of Health migration date has the potential to change based on unvaulting speed increasing.</i> b. Number of Migrated Users <ol style="list-style-type: none"> 1. <i>There have been over 7,250 users licensed.</i> c. Unvaulting Status <ol style="list-style-type: none"> 1. <i>Department of Corrections is 100% complete.</i> 2. <i>Vermont Department of Health has started and is now 74% complete.</i> d. Organizations Remaining to Migrate <table style="margin-left: 20px; border: none;"> <tr> <td><i>AHS-VDH</i></td> <td><i>06/14/2016 - 06/16/2016</i></td> </tr> <tr> <td><i>JUD</i></td> <td><i>07/19/2016 - 07/21/2016</i></td> </tr> <tr> <td><i>LABOR</i></td> <td><i>08/09/2016 - 08/11/2016</i></td> </tr> <tr> <td><i>DPS</i></td> <td><i>10/18/2016 - 10/20/2016</i></td> </tr> </table> e. Global Issues <ol style="list-style-type: none"> 1. <i>None were reported.</i> 2. SharePoint – Phil D. <ol style="list-style-type: none"> a. Migration Schedule <ol style="list-style-type: none"> 1. <i>Some sites are being migrated now.</i> 	<i>AHS-VDH</i>	<i>06/14/2016 - 06/16/2016</i>	<i>JUD</i>	<i>07/19/2016 - 07/21/2016</i>	<i>LABOR</i>	<i>08/09/2016 - 08/11/2016</i>	<i>DPS</i>	<i>10/18/2016 - 10/20/2016</i>
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	<ul style="list-style-type: none"> b. Status on Reported Issues <ul style="list-style-type: none"> 1. 427 opened, 294 resolved, 48 out to agencies for more information. c. Overview of work completed with Catapult and Microsoft <ul style="list-style-type: none"> 1. Global nave and left hand navigation has been addressed. 2. CSS & Branding issues were worked with Microsoft. 3. A summary will be provided by to the site administrators and owners. 4. Corrections are still waiting for SOV image in O365 bar and remove SOV bar, includes alt text. <ol style="list-style-type: none"> 1. Desktop - Shawn P. <ul style="list-style-type: none"> a. Upgrade DOC IE version to 11 <ul style="list-style-type: none"> 1. Friday all machines will be upgraded to IE11 to support the migration. The week of migration there'll be staff in the large. 2. Open Discussions with Attendees to Address Questions <ul style="list-style-type: none"> a. New Training Resource - Angela L. <ul style="list-style-type: none"> 1. Brainstorm training has expired. Through the simplified bid process KnowledgeWave came in and will be replacing the service. Accounts have been sent to DOC and they are actively using the service. A message will be coming from the Agency of Admin's office.
Notes	<ol style="list-style-type: none"> 1. Open Discussions with Attendees to Address Questions <ul style="list-style-type: none"> a. Will the training be provided to vendors? <ul style="list-style-type: none"> 1. Not at this time. b. Video's for Winterm users need to continue to use closed captioning since there is not speakers, is there an alternative? <ul style="list-style-type: none"> 1. Angela will look into, it's unknown at this time.
Tasks	None.