



**State of Vermont**

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**State of Vermont Office 365 Pilot Project  
Meeting Log**

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Prepared By: Tanya Perry  
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# Office 365 Pilot Project

## Meeting Log

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<b>Project Manager</b>	Serena Kemp, Tanya Perry	<b>Facilitator</b>	Karen Canas, Tim Hannett
<b>Purpose of Meeting</b>	Foreign Domain O365 Desktop Changes		
<b>Date of Meeting</b>	09/19/2015		

<b>Attendees:</b>	Foreign Domain Desktop Techs	
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Agenda Item/Topic	Discussion Points
<b>Review of documentation/discussion</b>	<ul style="list-style-type: none"> <li>○ DII pilot users have been testing for a week. Overall testing is going well. Mostly training issues.</li> <li>○ A webpage is being deployed for the Pilot. This will be the spot for you to find: Pilot Status, Pilot Testing, Know Issues, FAQ , Pilot team meeting minuets and Communications. The link will be sent out via email.</li> <li>○ Sunday starting at 6pm DII will begin migration the remaining pilot users to exchange.</li> <li>○ If users need to access their mailbox Sunday evening, then use OWA. If the mailbox has been migrated then the users will be redirected to the O365 to log in.</li> <li>○ Communication will be send out and poste don the Pilot web page for mobile devices and how to access shared mailboxes.</li> <li>○ Tuesday starting at 6pm DII will begin updating desktops to O365/office 2016. We ask that you migrate your pilot users at the same time. So they can test the new features. Tim’s document contains links for you.</li> <li>○ It is best practices to keep on the current version of office products. You do a custom install for G3 users on what you want available to them. My sites will not be turned on.</li> <li>○ If you have any questions or issues in doing your installs email the O365Mailbox but also CC: Karen and Tim. So we can assist you</li> </ul>

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	<p>ASAP.</p> <ul style="list-style-type: none"> <li>○ Does your agency have any dependencies that will not allow the IE 11 ect... Please create a list and send it to Karen &amp; Tim. You may know some things now but others may be uncovered as pilot testers for your agency test different applications.</li> </ul>
<b>Known Issues:</b>	<ul style="list-style-type: none"> <li>○ If you have a shared mailbox you will be able to see it. If you need to send a note out as the shared mailbox then you have to log into OWA to send it.</li> <li>○ You will be able to see scheduled meeting rooms and resources that are not migrated yet. They will show in the calendar as free/busy.</li> </ul>
<b>What is tested in this Phase</b>	<p>What to test in this phase:</p> <ul style="list-style-type: none"> <li>• Exchange: Email, Calendar</li> <li>• Skype for Business</li> </ul> <p>All pilot testers are to complete the survey in survey monkey. This survey provides you with a list of items to test and respond with pass or fail. You will receive an email from survey monkey with the link to complete the survey.</p>

Key Decisions Made

Action Items	Assigned To	Due Date	Completed