



**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>	Team meeting for Office 365 Pilot		
<b>Date of Meeting</b>	10/15/2015		

<b>Pilot Page Link:</b>	<a href="http://dii.vermont.gov/news_issues/projects/office365/pilot">http://dii.vermont.gov/news_issues/projects/office365/pilot</a>  Need assistance have a question? Use the ' <b>Submit Pilot Feedback</b> ' link on the pilot page.  If you email the O365 mailbox put <b>PILOT</b> in the subject line.
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<b>Agenda Item/Topic</b>	<b>Discussion Points</b>
	Go to the pilot web page it is updated regularly with information about the pilot. <a href="http://dii.vermont.gov/news_issues/projects/office365/pilot">http://dii.vermont.gov/news_issues/projects/office365/pilot</a>  Need assistance or have a question? Use the ' <b>Submit Pilot Feedback</b> ' link on the pilot page.
<b>Status</b>	<ul style="list-style-type: none"> <li>• Out of 103 pilot users 75 have completed the survey.</li> <li>• Pilot users need to complete the survey. This is the best way for the Pilot leads to identify trending issues.</li> <li>• You can complete your Survey and say something does not work and go back into your survey at a later date and change your answer once is it working.</li> <li>• Based on Pilot team's recommendation DII will not be migrated on October 19th. The new target date is October 21st.</li> </ul>
<b>Known Issues:</b>	<ul style="list-style-type: none"> <li>• A fix for the credential popups has been pushed out for testing. This appears to have fixed the credential prompt issue. This temporary fix that may need to be removed once everyone is migrated. Tim and Karen are reaching out to some pilot users to validate the fix.</li> </ul>

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<b>What's next:</b>	<ul style="list-style-type: none"> <li>We ask that all pilot users must complete the survey.</li> </ul>
<b>What to Test</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> <li>Office Products</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>

<b>Key Decisions Made</b>

Action Items	Assigned To	Due Date	Completed