



**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>	Kick off team meeting for Office 365 Pilot		
<b>Date of Meeting</b>	09/16/2015		

<b>Attendees:</b>	Pilot Team members (too many to list out individually 105 total)	
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Agenda Item/Topic	Discussion Points
<b>Status</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 go/no go meeting is scheduled for tomorrow to determine if the rest of the pilot users will be migrated on Monday September 21<sup>st</sup>.</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 minuetts and Communications. The link will be sent out via email.</li> <li>○ Meeting is scheduled for tomorrow with Technicians to discuss desktop deployment.</li> <li>○ Karen and Tim have contacted Microsoft to see if they can push out 2016 to the pilot users instead of 2013. This response will determine what users will receive and when it will be deployed.</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 schedule meeting rooms and resources that are not migrated yet. They will show in the calendar as free/busy.</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> </ul>

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	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.
<b>General Conversation</b>	Can you Skype with external partners that do not have Skype? Yes, if you initiate it.

Key Decisions Made

Action Items	Assigned To	Due Date	Completed