Connect Governance Group  
Meeting, April 17, 2013

1. Members
   Jamie Sonsini (Coordinator) - Present
   Matt Dunham - Present
   Andrew Flanagin - Absent
   James Kinneavy - Represented by Joe McClean
   Bill Mc Tague - Absent
   Alan Moses - Present
   Ben Price - Absent
   Andy Satomi - Present
   Lisa Sedgwick - Present
   Eric Sonquist - Absent
   Libe Washburn - Present

2. Informational Items
   1. General Presentations
      Done: Introducing Connect - Nov 27 & 30, 2012
      Planned: Calendar and Scheduling - May 7, 9 & 22 (Plus L&S May 15 & Engineering May 17)
      1. Jamie talked about his upcoming presentations to demonstrate Connect's Calendar and Scheduling features. He was also invited to present to the L&S Advisers group and to a large group from Engineering.
   2. Technical Presentations
      Done: Connect Client Options - Oct 31, 2012, Connect Email & Calendar Migration - Feb 19, 2013
   3. Department Presentations
      Done: Bren School, College of Creative Studies, ITST, Geography, Athletics, Engineering, Education Abroad Program, Summer Sessions, Office of Education Partnerships, Eq Opp/Sexual Harassment
   4. Service Description
      1. Update with production URLs and References
         1. Jamie explained that the current service description has several "place holders" which are mostly in place of URLs from Web pages that were yet to be in production. With the update of our Web site (next item), those references will be resolved and the service description updated.
   5. Updated Web Site
      1. We discussed the Connect web site and its latest upgrade on April 16, 2013. The site is clear and helpful.
   6. Update on status and progress towards production
1. Step 0 - Migrate IS&C/OIST to Connect
   1. We are near the end of the process necessary to migrate our IS&C and OIST email customers to Connect. As we are traveling this path, we are learning more and more about our migration plans. All of this will serve us well when we migrate other customers. We are hoping to migrate IS&C and OIST in the next couple of weeks.

2. Step 1 - Migrate all IMail & IC-Email customers to Connect
   1. We have almost all of the To Do items necessary for these migrations in place or being worked on. We expect/hope to begin migrating other departments to Connect in late May (got our fingers crossed).

3. Step 2+ - Calendar Migration
   1. Jamie described the results of our CalMover "pilot test" were exceptionally positive, which gives us confidence that our actual migration will go well. Jamie offered to share information about that migration with folks in Student Affairs, Administrative Services and Communication Services (all who will have their calendar data migrated to their local Exchange environments). He'll prepare and will share an email draft.

3. Topics for Discussion
   1. Update on Connect Administrative Portal V2 (Matt)
      1. Matt gave an extensive demonstration and discussion regarding our Connect Administrative Portal and the, new, associated service of assigning and managing "Connect Tags" to identity records. I believe many excellent questions were asked and answered. Overall the group felt like this was a good approach to handling the problem of managing Connect accounts in our environment (where many are associated with multiple departments, etc.)

   2. Use of ServiceNow for Connect service desk (Ben Price)
      1. Alan gave a brief overview of the effort on campus to investigate the use of the ServiceNow product. He indicated that Administrative Services, specifically the Project Management Office, we exploring using this product to coordinate support for the multitude of products being rolled out.

   3. Future Microsoft Site License Opportunities