Connect-TCG: Meeting Notes Feb 15, 2013

1. **Members**
   1. Jamie Sonsini (Coordinator) - Present
   2. Barbara Byrge - Present
   3. Kip Bates - Present
   4. Sandy Benson - Present
   5. Polly Bustillos - Absent
   6. Ted Cabeen - Present
   7. Matt Dunham - Present
   8. Randall Ehren - Absent
   9. Alex Feldwinn - Present
  10. Sam Hunter - Present
  11. Scott Missman - Present
  12. Ann Nomura - Present
  13. Jim Woods - Absent

2. **Informational Items**
   1. **General Presentations**
      Done: Introducing Connect - Nov 27 & 30, 2012
      Planned: Calendar and Scheduling - Mar/Apr 2013
   2. **Department Presentations**
      Done: Bren School, College of Creative Studies, ITST, Geography, Athletics, Engineering, Education Abroad Program, Summer Sessions
      Planned: Eq Opp/Sexual Harassment
   3. **Tier 1 Support Presentations**
      Done: Connect Client Options - Oct 31, 2012
      Planned: Connect Email & Calendar Migration - Feb 19, 2013
   4. **ConnectTech-L List (91 subscribers)**
   5. **Connect Web Site**
      Please check and provide input/comment
   6. **UMail migration - Update @ Matt/Randall**
      1. Matt provided an update on the current state of the Umail service. The migration is complete and, it appears, students are fully using the new system. Ted asked about the number of students forwarding their Umail email to another service (like Yahoo or Google), but those numbers are difficult to determine in the Office 365 environment.
      2. Matt went on to describe, briefly, the demonstration of Office 365 "Wave 15" version, he had from Microsoft recently. Wave 15 is based on Exchange 2013. We are currently on the "Wave 13" of Office 365. Microsoft would like us to upgrade to Wave 15 before November, 2013. Matt is planning to migrate the student tenant during the summer and, then, the Connect tenant in the Fall. None of our account provisioning/administration needs to change. Kip pointed out that this is, painless, upgrade is an exact benefit of the outsourcing this service.
   7. **CalMover Pilot Test**
      1. Conducted pilot test (Week of Feb 4)
      2. Create accounts & items (in process)
      3. Preparing test cases
         1. Jamie described the results of the CalMover pilot test. All in all, things went exceedingly well. We had a few questions about a couple of repeating meeting tests and a set of Day Events which we've passed to CalMover for explanation.
3. **Items for Consultation/Discussion - Phase 1**
   Fri, Feb 15, 10:00 AM
   
   1. **Service Description**
      
      1. **Post DRAFT version on Web site**
         
         Jamie explained that he is waiting for Matt to decide how Calendar-Only departments will manage their Connect accounts (via the Connect Administrative Portal or via Web services available from our Connect Web site) before finishing the service description and posting it.

      2. **Remove Shared Mailbox account from Service Desc @ Jamie**

      3. **Student Employees (Matt has reported to Governance)**
         Jamie described our new plan (coordinated with and approved by the Connect Governance Group) for naming conventions for Functional Accounts and Connect Resources. We are going to use UCSB subdomains as the departmental identifier portion of the name: EG. [ISC-FRONTDESK@ucsb.edu](mailto:ISC-FRONTDESK@ucsb.edu) or [ISC-VACATION-OSG@ucsb.edu](mailto:ISC-VACATION-OSG@ucsb.edu).

   1. **Naming Convention - Resource & Functional Account**
      
      1. **Dept-Function as name for Functional Account**
      2. **UCSB Sub Domain as Department ID (approved by Governance)**

   2. **Thunderbird & Office 365 Problems**
      
      1. **Invitation sent to external email address appears as blank message**
      2. **Invitation in Connect Inbox appears as (only) URL**
      3. **Communicate support plan to ConnectTech-L @ Jamie**
      4. **Trouble report @ Microsoft 1/14**

   3. **New: Cross Calendaring between Local Exchange Sites**
      
      1. Scott explained that Student Affairs and Administrative Services has been able to configure cross calendaring between their Exchange environments. Kip mentioned that he understood that the Outlook 2010 client (or OWA) was required, but they were still investigating this. Scott indicated that they'd be working with Communication Services next to configure cross calendaring with their site.

   2. **Technology Overview (Randall & Matt)**
      
      1. **Architecture for Provisioning & Account Administration @ Matt**
         Fri, Jan 18, 9:00 AM
         Matt to present architecture for services
      2. **Connect Administrative Portal**
         
         1. Matt gave a very nice demonstration and discussion of the Connect Administrative Portal (which is in development).

3. **Items for Consultation/Discussion - Beyond Phase 1**
   
   1. **Provisioning**