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

2. **Informational Items**
   1. **General Presentations**
      Done: Introducing Connect - Nov 27 & 30, 2012
      Planned: Calendar and Scheduling - Mar/Apr 2013
      Jamie described his plans for this presentation. There was some general discussion about topics to be included and the clients to be demonstrated. Barbara offered to send some questions from one of the "power" users in Engineering. Jamie also mentioned that we'd be pointing end-users to Lynda.com for training information. Barbara asked about interaction with Google. Jamie explained that there is a discussion of this topic on our FAQ page and that Connect and Google inter-operate quite nicely.

   2. **Department Presentations**
      Done: Bren School, College of Creative Studies, ITST, Geography, Athletics, Engineering, Education Abroad Program, Summer Sessions, Office of Education Partnerships
      Planned: Eq Opp/Sexual Harassment

   3. **Tier 1 Support Presentations**
      Done: Connect Client Options - Oct 31, 2012, Connect Email & Calendar Migration - Feb 19, 2013
      Jamie asked if there were any other topics that should be covered and none were suggested. For now, it looks like the Tier 1 presentations are on hold.

   4. **ConnectTech-L List (92 subscribers)**
   5. **Connect Web Site**
      Please check and provide input/comment

3. **Items for Consultation/Discussion - Phase 1**
   Fri, Mar 15, 10:00 AM
   1. **Service Description**
      1. **Post DRAFT version on Web site**
         Jamie explained that we've now posted our Connect service description to the Connect Web site. So far there have been no questions. When we go "production" we'll remove the "DRAFT" designation from the document. There are also several "missing" URLs to be inserted.

      2. **Remove Shared Mailbox account from Service Desc @ Jamie**
      3. **Student Employees (Matt has reported to 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

4. Items for Consultation/Discussion - Beyond Phase 1
   1. Future Provisioning

No additional topics for discussion were introduced.

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Jamie Sonsini
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