1. **Members**
   1. Jamie Sonsini (Coordinator) - Present
   2. Kip Bates - Present
   3. Sandy Benson - Present
   4. Polly Bustillos - Present
   5. Ted Cabeen - Absent
   6. May Chang - Present
   7. Matt Dunham - Absent
   8. Randall Ehren - Present
   9. Alex Feldwinn - Present
   10. Scott Missman - Present
   11. Ann Nomura - Present
   12. Jim Woods - Present
   13. **Additional Members from IC Mail Customer Set? @ Matt**

We will tentatively not meet on November 9 unless something "comes on the radar" which suggests otherwise.

1. **Items for Consultation/Discussion - Phase 1**
   Fri, Oct 26, 9:00 AM
   1. **Reminder - Tech Talk - Connect Client Options 10/31, 2-3:30PM, HR Learning Ctr**

Jamie reminded everyone about the Tech Talk next Wednesday and asked that all attend. Following that presentation, Jamie felt that folks would be in a good position to discuss Connect client support services (what and how we provide Tier 1 support for desktop clients).

We also discussed other topics that may be appropriate for Tech Talks. Among those suggested were:

- Calendar & Calendar Migration
- Tier 1 Support - Account Management Tools
- Best Practices
- A Live Demonstration of Outlook and OWA

1. **Review Service Description @ TCG 10/8**

The group stepped through the latest version of the Connect Service Description. There were a few small changes suggested to language used, but otherwise the document seemed to be fine. Jamie will now (soon) share it with the Connect Governance Group.

1. **Oracle Calendar Migration - Augments O365/Exchange Calendar (does not replace)**
Jamie explained that the CalMover migration will involve Oracle Calendar data augmenting (and not replacing) whatever may already be present in the Office 365 (or Exchange) calendar environment. We talked briefly about the accounts that should be migrated and the criteria to be used. Jamie will be talking with the Connect Governance Group about this.

1. **Naming Convention - Resource, Shared Mailbox & Functional Account**
2. **Desktop Client Support Recommendation**
   At Jamie, Sandy and Ann Nomura for research
3. **Resources in Cross-Calendar Departments**
   Migrate to local Exchange
4. **Desktop client calendar tests (View & Invite Features)**
5. **Functional Accounts**
   Room Resource, Equipment Resource, Shared Mailbox & Functional Account to be requested by DDE (to Help Desk?)
6. **Name@Department.ucsb.edu**
   1. Implications for cross-calendaring
7. **Office 365 Account Request**
   1. **Timeline for feature development @ Matt for estimate**
      Dependent on Umail conversion workload. Work may start in October.
   2. **Special handling of All-In vs Cal-Only during account creation?**
      Create and maintain list of "All-In" departments, auto open accounts for new department employees. Calendar-Only requests to be submitted through Web channel (modify current account request form?)
   3. **Handling individual who moves from All-In to Cal-Only department**
      Email data migration, if necessary, will be responsibility of new department email support
8. **First.Last@ucsb.edu - Conflict resolution process**
   - 1st-Come-1st-Served
   - List of Options Presented
   - Fill-In-The-Blank
9. **Office 365 Group Features & Functions**
2. **Technology Overview (Randall & Matt)**
   1. Provisioning
   2. Account Administration
3. **Client Options Overview (Sandy & Ann)**
   1. "All in" Clients
   2. Calendar Only Clients
4. **Items for Consultation/Discussion - Beyond Phase 1**
   1. Provisioning