Xtender Team
Meeting Minutes
Monday, June 11, 2007
2:00 – 3:00 pm   CSC 302

Present: Lori Henderson, Denise Grinnell, Steve Stellard, Sam Fattore, Sandy Britton, Linda
  Golden, Sara Dew, Charlotte Tetsworth
Absent: Cheryl Cluchey, Joe Riddering

1. **Status of Production environment** – Sam
   - Everything has been installed into Production. Sam has tested scanning and attaching documents.
   - Authentication with Banner is not working. Sam is working with UDC to correct.
   - Sam can log in as sysop, but no other user.
2. **Review / Clarification of Goal for July 1st** – Denise
   - Goal is for main campus Admissions to be up and running on July 1st. Admissions will re-create what they are doing now, and then look into changing processes.
   - Scan documents will be done at the Main Campus only and extend to users at other campuses at a later date.
   - Denise will call to see if the 30 more licenses agreed on in the last meeting have been purchased yet.
   - Sandy will get the number of people in her area that need access and what access they need for Phase 2 (date to be determined). She will provide this information to Data Security by submitting Xtender security forms.
3. **Setup needs for Production environment** – Sam
   - Still need SSL certificate for server. Denise said she will make sure that it happens.
   - Lori will need access so that she can set up users and groups for security. As soon as Sam has authentication working, Lori will be able to set up users.
   - Sam has discovered a setting that should allow a person when they close a scanned document, then it releases the Xtender License back into the pool.
   - Admissions and Records needs to be modified to be one application when they go live.
4. **Security needs for Production environment** – Lori
   - Lori needs verification on access forms from Charlotte. The two of them were meeting after the meeting.
   - Lori to write up a short summary of each group and role for better understanding.
5. **Training needs** – Denise
   - Three step process:
     1. Set up small functional user group for testing and training purposes. People listed in this initial functional group: Jim Lindsey, Charlotte Tetsworth, Sherry Standen, Michelle Brown, Leigh Theunick, Mallory Straley.

2. Charlotte will possibly work with ITAP to create documentation for training. Both paper based and on-line using Captivate would be best.
3. Set up the forty users Lori has access forms for Admissions training and going live.
- Records would like to immediately implement the standard feature in Banner/Xtender to mark that the transcript has been received when they scan and index this document.

6. **Communication protocols** – Denise
- Have one form for both access to Xtender and also for Client software installed on machine.
- Need to determine who will be installing the client software. There is a concern that the password required to install the software gives wide-open access to the tables. The install should be done only by full-time staff.

For the next meeting:
Migration Plan and Timing from Sam
Where should the testing environment go? Currently it is DEV4.

--Submitted by Steven Stellard