

## Xtender Team Meeting Minutes Wednesday, November 28, 2007 3:15 - 4 pm, WES 206

Present: Vicky Deur, Melissa Dohnal, Sam Fattore, Denise Grinnell, Kristen Salomonson, Dave Steffens

### 1. Upgrade Plan for TEST:

#### A. Software upgrade:

- a. Install Banner General 7.4 – COMPLETED
- b. Chap 3.2-3.6 – Sam – *today*
- c. Step 3.7 – Dave – *tonight*
- d. Step 3.8 – optional for Sam (installing software on PCs)
- e. Step 3.9 – Dave – *tonight*
- f. Step 3.10 – Sam & Steven (installing software on PCs)
- g. Chap 4 – Dave – *tonight*
- h. Remainder – Sam

When: 11/29

B. Test all features & functionality – Charlotte, et. al. When: 11/30

C. SSB Faculty modifications – Melissa When: Week of 12/3 – 12/7

D. SSO from Luminis to SSB – Vicky When: Week of 12/3 – 12/7

E. Install Luminis **channel** – Vicky/Kris When: Week of 12/3 – 12/7

### 2. Current PROD problem:

- a. **Description:** In the Production system, one server is releasing ‘ownership’ to the second server which is not set up for it and therefore locks out any Administrative access.
- b. **Progress** on solution: SunGard support are working with Xtender support; no solution yet.
- c. **Final cut-off:** NOW. Move to Plan B which is to set up the Production environment identical to the Testing environment – on one server. Sam will do this when he has completed the upgrade of TEST.

### 3. Upgrade Plan for PROD:

Revisit this topic at the Dec 10<sup>th</sup> mtg.

- A. Software upgrade: When: Dec 21<sup>st</sup>, 5 pm [Dave & Sam]
- B. SSO for Luminis to SSB When: TBD
- C. Install Luminis channel When: TBD
- D. SSB Faculty modifications When: TBD
- E. Test all features and functionality – Charlotte, et. al. When: TBD
- F. Migrate all Docushare documents – Sam When: Christmas Break [Sam]

Go Live

When: January 3<sup>rd</sup>, '08