Xtender Team
Meeting Minutes
Monday, December 10, 2007
3:15 - 4 pm, WES 206

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

1. Updated on Upgrade for TEST:

A. **Software upgrade**:
   a.   Install Banner General 7.4 – COMPLETED
   b.   Chap 3.2-3.6 – Sam – COMPLETED
   c.   Step 3.7 – Dave – COMPLETED
   d.   Step 3.8 – optional for Sam (installing software on PCs)
   e.   Step 3.9 – Dave – COMPLETED
   f.   Step 3.10 – Sam & Steven (installing software on PCs)
   g.   Chap 4 – Dave – COMPLETED
   h.   Remainder – Sam -- COMPLETED
B. **Test** all features & functionality – Charlotte, et. al. -- COMPLETED
C. **SSB** Faculty modifications – Melissa   When: December 18
D. **SSO** from Luminis to SSB – Vicky/Dave/Bruce   When: December 18
   • Need to get Firefox and Netscape plugins – Sam
   • Need to get IE, FF, and NS plugins pushed out to all computers – Jody
E. Install Luminis **channel** – Vicky/Kris   When: In Progress

2. Update on PROD environment:

Sam will begin re-creating the Production environment to match the test environment (on one server) on Tuesday. Due: December 14th.

3. Updated upgrade Plan for PROD:

A. Software upgrade: When: Dec 21st, 5 pm [Dave & Sam]
B. Test all features and functionality – Charlotte, et. al. When: Jan 10th
C. Put users into GOLD – Lori   When: Jan 18th
D. SSO for Luminis to SSB   When: Jan 18th
E. Install Luminis channel   When: Jan 18th
F. SSB Faculty modifications   When: Jan 18th
G. Migrate all Docushare documents – Sam   When: Jan 18th [Sam]

Go Live   When: **January 21st**