I. Welcome and Introductions: Derek Masseth

II. Derek gave a PowerPoint presentation:
   • Review of resolved and unresolved issues.
   • Review of the project timeline.
   • Project Update
   • Information on the next meeting and how campus can provide feedback.

III. New issues included:
   • Firm migration date of Meeting Maker users of November 8.
   • Non-Meeting Maker departments may schedule migration dates with UITS for as early as November 15.

IV. The audience asked questions in response to the presentation:
   Q: When will Meeting Maker go away?
      A: All departments with Meeting Maker subscriptions will be migrated to UAConnect prior to December 3. UAConnect will become the official calendaring system on December 6, at which time Meeting Maker will be viewable for reference only.

   Q: Can non-Meeting Maker groups establish room accounts in UAConnect?
      A: Non-Meeting Maker departments can begin migrating on November 11. UITS will establish any room accounts requested by departments.

   Q: Why are Meeting Maker groups going first?
      A: We want to decommission Meeting Maker by the end of the year, so it’s vital that subscribers migrate prior to that time.

   Q: How do departments initiate migration?
      A: UITS will contact Meeting Maker departments to obtain the NetID lists necessary for activation of UAConnect accounts.

   Q: Will student employee accounts use NetID?
      A: No. Student NetIDs are already being used for CatMail accounts. More guidance will come out on naming conventions. It’s important to reiterate student employees should have UAConnect accounts ONLY if their jobs require managing calendars for staff and faculty.
Q: How do departments request DSVs?
A: UITS will coordinate with department points of contact at the time of migration.

Q: Is there a manual fix for the “send as” issue?
A: No, the system overwrites manually input addresses.

Q: Will this be fixed in the 2010 version?
A: According to Microsoft, it will not.

Q: Can IT staff migrate ahead of departments?
A: Yes, IT staff can migrate starting November 8. This will be discussed in greater detail at the next Net Managers meeting.

Q: How long will Meeting maker remain “view only”?
A: Meeting Maker will be shut down on December 23. It is possible to export Meeting Maker to HTML as a reference document.

Q: Given that each account has 10gb of storage space, do departments need to cache 10gb of space per account?
A: Yes, trying to cache less will create errors in Outlook.

Q: How do we manage distribution groups in CATNET?
A: We are developing documentation on that and will distribute it as soon as possible.

V. The next regular Guidance Committee meeting will be held at 2:30, Tuesday, November 9 in the SUMC Tubac Room.