I. Welcome and Introductions: 2:30-2:40
   a. Julie opened the meeting by introducing herself, explaining that she was filling in for Derek who was on vacation.
   b. The attendees followed suit with quick introductions.
   c. Julie then provided an overview of the purpose of the Guidance Committee.
      i. Transparency to campus community
      ii. Work with the end user
   d. Julie provided an overview of UAConnect
      i. Calendaring
      ii. Email

II. Overview of past issues discussed by the Guidance Committee: 2:40-2:45
   a. Julie showed a slide with the items that have been discussed in past meetings.
      i. Items in green have been addressed
         1. ITAR compliance
         2. Domain name—how to differentiate between student and faculty/staff
         3. Email.arizona.edu page
      ii. Items in blue still need a solution/discussion.

III. Since the last meeting: 2:45-2:50
   a. Passwords
      i. Will be stored on MS servers
      ii. Meetings with the CIO, ISO to ensure that security measures will be met
   b. Test Phase
      i. Began last week 7/22/10
      ii. 64 participants from UITS

IV. Questions/Discussion: 2:50-3:20
   a. **Rollout:** Attendee asked, “How much overlap of systems will there be?”
      i. There will be no overlap for calendaring/Meeting Maker.
         1. There will be an end date for calendaring
         2. Cannot have overlap with room scheduling etc.
      ii. It is still unclear as to whether everyone will roll out at the same time.
Testing a uniform rollout with UITS, documenting issues before making a decision.

b. Items in Green on the Slide: Attendee asked if there is a public web location to see what was done in order to make issues “addressed” or “complete,” as indicated on the PowerPoint presentation slide.
   i. Patti answered that all PPTs from these meetings are posted.
   ii. Julie responded saying that she will go back and make sure these issues are addressed in FAQs or some other form.

c. Beta Test: Attendee asked if there would be beta testing in the greater campus community
   i. Potential for second round of testing/piloting with IT specialists from around campus.

d. Live Testing: Attendee wanted to know if the UITS testing was live.
   i. No, it is a sandbox
   ii. However, the pilot environment will be a true production environment

e. Training End Users: Attendee wanted to know if UITS would train end users
   i. UITS will provide documentation to IT support staff around campus (departmental/college IT support)
   ii. It will be the responsibility of the college/departmental IT to distribute and provide support

   i. This is not a part of the first phase of UAConnect, but it is in the plans.
   ii. Follow up to MS representative: is there a tool to do this?
      1. Yes but you could also use an IMAP connection and drag and drop.

 g. Calendaring: Attendee wondered about how to synch CatMail calendaring (Google Apps)?
   i. Users can do their own export
   ii. This is not a primary focus since CatMail is the student application.
   iii. However, UITS might be able to facilitate this down the road.

 h. Net Managers’ Meeting vs. Guidance Committee: Attendee wanted to know if the information given at this meeting would be different from the Net Managers’ meeting.
   i. Net Managers/Res Life representative explained that the information is the same, but the Net Managers’ meeting would give more technical information.
   ii. Guidance Committee meetings occur every two weeks, which means that information in these meetings is more current.

 i. Migration of Outlook to Outlook: Attendee wanted to know if it is easier to migrate from Outlook to UAConnect Outlook than other systems.
   i. Yes.

 j. Dates of Rollout: Attendee wanted to go over the slide with the dates again.
   i. Comment was made that mid-October is very soon and that end of the semester would be better.

 k. Departmental Accounts: Attendee wanted an update on departmental accounts
   i. UITS is testing various type of departmental accounts in the test environment
   ii. If attendees have a departmental account that they are concerned about, they can request it to be tested.
   iii. So far: departmental accounts that are supposed to maintain user anonymity are what have been tested.

  l. Mobile Devices: Attendee wanted to know if multiple devices will be tested for interoperability.
   i. Yes
   ii. Follow up: Attendee heard some rumblings about a problem with security requirements (e.g. Android).
m. **Student Employees:** Attendee wanted to know what the solution would be for student employees.
   i. Whether or not a user is given a UAConnect account will be based on primary affiliation.
      1. Full-time students who also work will not be given account.
      2. Full-time employees who also take courses will.
   ii. Follow-up: Attendee is concerned about a summer research program that brings 6 locals to campus as DSVs, who need a NetID but not email.
      1. They will still get NetIDs, but they will not have a UAConnect account.

n. **Listservs:** Attendee wanted to know how the current listserv system would be altered
   i. It will not be altered.
   ii. System needs to be replaced, but that will be considered in 12 months or so.

o. **Demonstrations:** Attendee asked if there is an opportunity to see what UAConnect looks like.
   i. Yes! There will be.
   ii. These sessions will be noted on the communications announcing the meeting.

p. **Marketing Plans:** Attendee stated that "October will be here quickly," therefore he wanted to know what communication/marketing plans were in place since he said there have not been many.
   i. Julie listed the various means of communication currently in place: webpage, 3D memos, Net Managers, Departmental IT, Articles in Lo Que Pasa.
   ii. Follow Up: Attendee stated that there is no information coming from IT personnel.
      1. Not all IT personnel come to Net Managers meeting
      2. No exhaustive list of IT personnel so some might be missing.
      3. It is the responsibility of the IT personnel to distribute information to other faculty/staff in the unit.
   iii. Follow Up: Attendee wanted to know why we don’t send a campus wide message.
      1. Not all campus users will be on UAConnect. This can cause confusion.
      2. There’s no good medium to reach the entire campus.
   iv. Follow Up: Attendee suggested articles in *The Wildcat*
      1. Waiting for school to start
      2. UITS will let them know, but editors decide whether or not to cover a story.
      3. *The Wildcat* focuses on student issues; since this is a faculty/staff change, it might not be covered.

V. **Wrap Up:** 3:20-3:30
   a. Next Net Managers Meeting announcement
   b. Next Strategic Committee: 8/10/10 at 2:30 in SUMC Ventana Room