

Cloud Base Email Collaboration Steering Committee
May 23, 2012
1500 Jefferson Street
Olympia, Washington

- Welcome/Introductions** Christy Ridout, Consolidated Technology Services (CTS), provided an overview of the agenda.
- Attendees: Dave Kirk (OCIO), Bob DeShaye (ESD), Debbie Stewart (ECY), Debbie Kendall (OCIO), Mike Shea (OIC), Laura Parma (CTS), Carol Gravatt (DNR) and Bob Micielli (DNR)
- Project Charter** Dave Kirk (OCIO) provided an overview of the draft Cloud Based Email and Collaboration Project Charter – Business Case Analysis Phase.
- In the draft charter – page 6 “Scope – Business Case Analysis Phase” the out-of-scope infrastructure projects that have critical dependencies for the project will be identified.
- Department of Ecology will be added to the Business Requirements & Gap Analysis Agencies.
- Committee members who were not able to attend can provide written comments/questions to Dave Kirk.
- Business Case** Dave Kirk (OCIO) provided an overview of the Business Case Analysis Phase. The Business Case is scheduled to be delivered on June 15, 2012.
- Project Status** Carol Gravatt (DNR) provided the status report as of May 18, 2012. The evaluation lab setup is complete and the remainder of the requirements can be tested. All product teams have had Microsoft resources attend team meetings to answer questions. Sprint 2 will be completed on May 23, 2012.
- Completed Sprint 1 evaluation on May 9, 2012
 - Sprint 2 evaluation will be completed on May 23, 2012
- Carol Gravatt will send the Q/A to committee members prior to the next scheduled meeting.
- Requirements** Carol Gravatt (DNR) Project Manger will follow-up with Microsoft regarding a question concerning patch management. The licensing for Office 365 is the same.
- Next Meeting** June 27, 2012
Conference Center Room 2331
1500 Jefferson Street
Olympia, WA

