Dec 20, 2006 - Conversion Date
No testing will be allowed from Dec 20 - Jan 8

12/04/06 Meeting with:
Rich Edward
Matt - Rich's worksudy
Josh Ewers
Darren Z
Kris Tharp

Going forward the next steps are:
2. Get remote repository - Rich - Completed
3. Get a test acct set up for Josh - Pat Bunch - Completed
   *Get with Pat to try out a secured test - Josh and Pat*
   **Test out selected existing tests - Rich & Matt**
3. There is a button or setting that needs clicked on the tests for the secured browser?
   *"Mark" Secured or secured browser?
   Rich will call tech support to discuss the secured options.
   There is a button that needs clicked per Matt and Rich
4. Josh looks at secure tests as a student - Josh - Completed
5. Look at other accts by logging in as them - Josh and Rich
6. Send out an email to all Perception users - system update - Rich - Completed

Rich & Matt
7. Review old test and 3 database and delete unused tests - Matt

On the conversion are V3 secured test also secured in V4?
Josh run 4.2 update - TODAY check on this

**Josh**
1. There is a button or setting that needs clicked on the tests for the secured browser?
   *"Mark" Secured or secured browser?
   Rich will call tech support to discuss the secured options.
   There is a button that needs clicked per Matt and Rich
2. Josh looks at secure tests as a student - Josh - Completed
3. Look at other accts by logging in as them - Josh and Rich

**Matt**
4. Send out an email to all Perception users - system update - Rich - Completed

Josh
5. Review old test and 3 database and delete unused tests - Matt

"The need before they start training.
6. Arranges for the physical server running v3 to be brought over from Augen data center prior to starting conversion - Josh will notify Rich of the date, because the server will be down for 1.2 hours during the day.

Josh and Darren are working this issue - won't work in KH but will work in the Augen Center - C	net address issues

7. Security: Will every teacher only have access to their folder on the server? - Completed
   Then they won't have to go through Rich to post tests

Josh
10. Arranges for the physical server running v3 to be brought over from Augen data center prior to starting conversion - Josh will notify Rich of the date, because the server will be down for 1.2 hours during the day.

Josh and Darren are working this issue - won't work in KH but will work in the Augen Center - C	net address issues

Rich
8. Josh looks at Cold Fusion - get with Carrie Meyer -or Ryan (may need to contract)
   This is how the proctor gives the students their user id and password

9. Josh will email Ryan to see if this is doable with low effort - Completed

Josh and Darren are working this issue - won't work in KH but will work in the Augen Center - C	net address issues

And Darren are working this issue - won't work in KH but will work in the Augen Center - C	net address issues

11. Check on securing the test machines to only Kirkwood campus and the 4 other colleges that access

Rich
12. AllTemp communication

Rich use enterprise manager to view?
13. AllTemp communication

Josh - Rich will email the proctor list to Josh - Completed
14. Double check the OSHA test first after the conversion.

Josh
16. Push out 7 Mark. Secured to the need machines all KCC sites - SMS package
17. Email all proctor about new desktop rpm - New documentation for proctoring test

Post Conversion Task
Josh
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Post Conversion Task
Josh
18. Contact IT contact at the 4 other sites - Hawkley

Post Conversion Task
Josh
19. Create a SMS package for instructors - with mg

Post Conversion Task
Josh
Keep test box up and framing for instructors to use for new tests and for training purposes - Post Conversion Task
Josh is working the editing issues with 7 Mark