

Rental Tracker 9/13/99 Meeting Agenda Items

Invitees:

Albert AccountingRep, Ishmael ITCoordinator, Izzy ITManager, Linda LocalManager, Tony Technician, Ramon RentalTracker, Paula ProjectOwner, Andrew Michalik, Larry LocalManager, Paula RentalTracker, Vince VP, Wanda Warehouse, Wally WarehouseManager

Purpose of the meeting:

Identify and address the analysis, installation and training details of implementing the "Rental Tracker" rental property tracking software.

Status items:

- "Go Live" (Fixtures) Date: Sept 21st.
- John (lead), Larry, Isabelle and Wanda have entered approximately 1400 items. Linda has entered all active customers.
- Admin training started last week. Check-in/ check-out & billing training for Fixtures is this week. Fixtures training completed this week.
- Paula RentalTracker will be here for go live date.
- IS will be switching SQL servers this morning (9/13). Will run both in parallel and Andrew will help test today before final switch over accepted.
- CSC will continue desktop installations this week.
- Laser printers all at warehouse.
- Andrew and Wanda are working on the procedures document for review. Andrew is working on the Service Level Agreement.
- 128 Mb memory upgrades ordered for all remaining machines and estimated to arrive in 2 weeks.
- Modem line installed on Linda's machine. PCAnywhere is being installed by Friday.
- Albert AccountingRep has been actively involved in training and is preparing screen shots for customization review.

Agenda items:

- Review 8/30 meeting minutes.
- Andrew coordinating to get ARev working on wireless (again).
- Paula ProjectOwner has contacted SOM for more details regarding their proposed November 15th start date for testing our interface to PeopleSoft. We are concerned because that is the same date as the Y2K freeze on new interfaces.

Decisions To Be Made:

- Paula, Wanda and Andrew will meet today to discuss the customizations and PeopleSoft integration estimates now that we've had a chance to review the information from Rental Tracker.