

Rental Tracker 9/20/99 Meeting Agenda Items

Invitees:

Albert AccountingRep, Ishmael ITCoordinator, Izzy ITManager, Linda LocalManager, Tony Technician, Izzy ITCoordinator, Andrew Michalik,, Paula ProjectOwner, Larry LocalManager, Paula RentalTracker, Ramon 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" in Fixtures tomorrow (21st). Paula RentalTracker will be here for go live date.
- 1st laser printer will be installed in Fixtures today.
- Fixtures training completed this week.
- CSC completed desktop installations this week on all but 2 machines (Gregg's due to CD failure and portable 1 of 3 died.)
- We will use the returned portable in Fixtures without the wireless so that we can use Arev in parallel with Rental Tracker.
- Andrew has another draft of procedures document for review. Andrew is meeting with Tony Technician today to review the Service Level Agreement.
- 128 Mb memory upgrades ordered for all remaining machines and estimated to arrive in 1 week.
- Andrew will check PCAnywhere installed on Linda's machine. Will test with Rental Tracker Tuesday.

Agenda items:

- Review 9/13 meeting minutes.

Decisions To Be Made:

- None