

# Rental Tracker 9/13/99 Meeting Minutes

## Attendees:

Linda LocalManager, Andrew Michalik, Paula ProjectOwner, Larry LocalManager, 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.

## Schedule Impact:

None.

## Status items:

- "Go Live" (Fixtures) Date: Sept 21<sup>st</sup>. Paula RentalTracker will be here for go live date.
- John (lead), Larry, Isabelle and Wanda have entered approximately 1400 items (approximately 1/3 of the fixtures inventory). Linda has entered all active customers. Larry is entering about 150 items per day.
- Admin training started last week. Check-in/ checkout & billing training for Fixtures is this week. Fixtures training completed this week.
- CSC will continue desktop installations this week.
- Andrew and Wanda are working on the procedures document for review. Andrew is working on the Service Level Agreement and will coordinate with Tony Technician.
- 128 Mb memory upgrades ordered for all remaining machines and estimated to arrive in 2 weeks.
- Modem line installed on Linda's machine. Andrew will check on PCAnywhere installation.
- Chris Lindner has been actively involved in training and is preparing screen shots for customization review.
- IS will be switching SQL servers this morning (9/13). Andrew will help test today before final switch over accepted.

## Action items:

- Andrew will install Rental Tracker on the Fixtures desktop machine today.
- Andrew will work with Linda on PCAnywhere setup and warehouse machine upgrades.
- Andrew will work with Wanda to get the laser printers installed on the desktop serial ports so that we can run both the OKI and laser printers on the same machines during the transition to the new system.

## Decisions Made:

- Paula, Wanda and Andrew reviewed the Rental Tracker customization estimates. Paula will give Rental Tracker the go-ahead on the customizations. We will wait to start the SOM interface until we can get some minimum time from SOM for review of their proposal. We will request an exemption from the November 15<sup>th</sup> Y2K interface freeze date if SOM cannot provide support before that time.