

Rental Tracker 9/20/99 Meeting Minutes

Attendees:

Linda LocalManager, Larry LocalManager, Andrew Michalik, 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" in Fixtures tomorrow (21st). Paula and Shahram from Rental Tracker will be here for go live date.
- Fixtures has entered about 1750 items, approximately 1/3 to 1/2 of the current inventory. In addition, Wanda and Isabelle have entered about 250 Property inventory items.
- 1st laser printer will be installed in Fixtures today.
- Fixtures training completed this week.
- CSC completed desktop installations 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 the procedures document for review. Andrew is meeting with Tony Technician today to review the Service Level Agreement. He will also meet with David Lowe and Jose Fragoso to review the wireless installation.
- 128 Mb memory upgrades ordered for all remaining machines and estimated to arrive in 1 week.
- IS will be testing the new SQL server this morning (9/20). Andrew will help test today before final switch over accepted. We will delay switch over for at least one week of "running live".

Action items:

- Andrew will work with Wanda to get the laser printers installed on the Fixtures desktop serial ports so that we can run both the OKI and laser printers on the same machine during the transition to the new system.
- Andrew will check PCAnywhere installed on Linda's machine and check on the upgrade status for her machine.

Decisions Made:

- We will keep the current wireless system, but would like to extend the range. Dave Lowe has order an extended range card, but they are currently on back-order.
- We will have two more Monday morning status meetings, which will complete the post-implementation phase of the project.