

# User Acceptance Testing (UAT) Session Agenda for April 16, 2008

<b>Meeting:</b>	UAT Session to Review Accounting Module J2EE Application Release 0.3	<b>Facilitators:</b> Al Finlayson Bill O'Brien
<b>Date:</b>	April 16, 2008	
<b>Start Time:</b>	8:30 AM – 3:00 PM	
<b>Location:</b>	Wells Fargo Place, St. Paul Minnesota Training Room 3354 (AM Session), Conference Room 3304 (all day: store coats and bags, morning coffee & rolls, lunch, PM session)	<b>Recorders:</b>
<b>Participants:</b>	See attached list	

Day Date	TOPIC	DISCUSSION LEADER	DISCUSSION
8:30 (15 min)	Get Settled In Session Overview	Al Finalyson	<ul style="list-style-type: none"> <li>▪ Overview</li> <li>▪ Goals</li> </ul>
8:45 (90 min)	Review Application Release 0.3 – Part 1	Al Finlayson OPI Staff	<ul style="list-style-type: none"> <li>▪</li> </ul>
10:15 (15 min)	Break		
10:30 (90 min)	Review Application Release 0.3 – Part 2	Al Finlayson OPI Staff	<ul style="list-style-type: none"> <li>▪</li> </ul>
Noon	Lunch		
12:30 (75 min)	Application Review Follow-up Highlights of next round of Stories (Use Cases)	Al Finlayson OPI Staff	<ul style="list-style-type: none"> <li>▪</li> </ul>
1:45 (15 min)	Break		
2:00 (60 min)	Discussion Topics involving or impacted by the Accounting Module J2EE project	Al Finlayson Bill O'Brien	<ul style="list-style-type: none"> <li>▪ Accounting Transactions Query</li> <li>▪ Grant Accounting (Federal, Local)</li> <li>▪ Accrual Fields</li> <li>▪ Other</li> </ul>
3:00	Adjourn		

# User Acceptance Testing (UAT) Session

## Participants for April 16, 2008

Accounting J2EE Web Application, Release 0.3 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed for 04/16/08	Notes:
Adams, Stephanie	South Central TC	0	Unable to attend
Belko, Dawn	North Hennepin	1	
Bernard, Dee	MCTC	1	
Bienfang, Kim	Hennepin Tech	0	Unable to attend
Bjelland, Dave	Alex TC	0	Unable to attend
Doss, Brad	Riverland C&TC	1	
Fliss, Diana	MnWest C&TC	0	Unable to attend
Kerkaert, Deb	SW State	1	
Kroening, Mike	MSC-Southeast Tech	0	Unable to attend
Marble, Jan	MSU Mankato	0	Not attending
Meyer, Wendy	Anoka Tech	1	Karen Onken from Anoka Tech will attend instead of Wendy
Scherman, Ron	Pine Tech	1	
Sinning, Deborah	MSU Mankato	0	Not attending
Smith, Steve	MSU Mankato	1	
Thorn, Dave	Winona State	1	
Vopatek, Christine	Central Lakes	0	Unable to attend
Wagner, Jeff	SCSU	1	
Wegge, Mark	SCSU	1	
Winans, Jerry	Bemidji State	0	Unable to attend
OOO and Others Name		Confirmed for 04/16/08	Notes:
Anderson, Susan	Budget Unit	0	Unable to attend
Buchanan, Sam	ITS	0	Unable to attend
Buse, Beth	Internal Audit	0	Not attending
Edwards, Connie	Campus Assistance	1	
Finlayson, Al	ITS	1	
Froysland, Kathy	ITS	1	
Gednalske, Steve	Tax Services	1	No lunch - will attend "off & on"
Gillson, Roger	ITS	1	
Heydman, Jeremy	ITS	1	
Kirkeby, Denise	Financial Reporting	1	
Liljedahl, Lisa	ITS	0	Unable to attend
Lund, Dave	ITS	0	Likely will miss

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O'Brien, Bill	Finance Admin	1	
Nordby, Mike	Campus Assistance	1	
Page, Ann	Tax Services	0	Not attending
Rushenberg, Gerry	ITS	0	Not attending
Schmidt, Valerie	ITS	maybe	No lunch
Smith, Kent	ITS	0	
Stoddard, Tim	Financial Reporting	1	
Swanson, Mary	ITS	1	
Thompson, Ra Nae	ITS	0	Unable to attend
Welter, Teri	ITS	1	
Steve Engels	OPI	0	Not attending
Roger Goerke	OPI	1	
Doug Holland	OPI	1	
Doug Kartio	OPI	1	
Andy Miller	OPI	1	
Heather Tinkham	OPI	1	
Mark Waldal	OPI	1	
Eric Foster-Johnson	OPI	1	
Hiromi Suenaga	OPI	1	
Angela Marckel	Fredrickson Communications	1	
Lynn Kissock	Fredrickson Communications	1	
	Yes	32	
	maybe	1	
	<b>Total</b>	<b>33</b>	<b>@ 4-14-08. 2 people do not require lunch</b>
	not attending	19	
	non respondents	0	
	Maximum Possible	52	Average participation – approx 32 to 34

#	Origination Date	Description	Assigned to	Status
1.	01-22-08	<b>Optimal:</b> 16 C/Us, OCC-Fin (CSU, Financial Reporting, ITS), OCC-ITS (CRM, User Testing): <b>20+ user PC's</b> (Multiple sessions for some C/Us) <b>Current:</b> WFP Training Room 3354: <b>16 user PC's</b> , plus outlets for add'l laptops	Bill O'Brien	Quarry Site Training Room not equipped until early (?) FY09.
2.				