

User Acceptance Testing (UAT) Session Agenda for May 22, 2008

Meeting:	UAT Session to Review Accounting Module J2EE Application Release 0.4	Facilitators: Al Finlayson Bill O'Brien
Date:	May 22, 2008	
Start Time:	8:30 AM – 3:15 PM	
Location:	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)	Recorders:
Participants:	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"> ▪ Overview ▪ Session Goals
8:45 (90 min)	Review Application Release 0.3 – Part 1	Al Finlayson OPI Staff	<ul style="list-style-type: none"> ▪
10:15 (15 min)	Break		
10:30 (60 min)	Review Application Release 0.3 – Part 2	Al Finlayson OPI Staff	<ul style="list-style-type: none"> ▪
11:30 (30 min)	Lunch		
12:00 (90 min)	Highlights of next round of Stories (Use Cases) Review of Morning Session Prior UAT Session Follow-up (Punch List)	Al Finlayson OPI Staff	<ul style="list-style-type: none"> ▪
1:30 (15 min)	Break		
1:45 (90 min)	Accrual Working Group Update Lease Screen Discussion (FUG) Update Application Implementation Discussion	Al Finlayson Bill O'Brien	<ul style="list-style-type: none"> ▪
3:15	Adjourn		

User Acceptance Testing (UAT) Session Participants for May 22, 2008

Accounting J2EE Web Application, Release 0.3 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed	Notes:
Adams, Stephanie	South Central TC	1	
Belko, Dawn	North Hennepin	0	Not able to attend
Bernard, Dee	MCTC	1	(No Show)
Bienfang, Kim	Hennepin Tech	1	
Bjelland, Dave	Alex TC	0	Not able to attend
Doss, Brad	Riverland C&TC	0	
Fliss, Diana	MnWest C&TC	0	Conflict – will attend Collaborative Sourcing Meeting in St. Cloud instead.
Kerkaert, Deb	SW State	1	
Kroening, Mike	MSC-Southeast Tech	0	Will not be attending
Marble, Jan	MSU Mankato	0	Will not be attending
Meyer, Wendy	Anoka Tech	0	Will not be attending
Onken, Karen	Anoka Tech	1	
Scherman, Ron	Pine Tech	1	
Sinning, Deborah	MSU Mankato	0	Will not be attending
Smith, Steve	MSU Mankato	1	
Thorn, Dave	Winona State	1	
Vopatek, Christine	Central Lakes	1	
Wagner, Jeff	SCSU	1	
Wegge, Mark	SCSU	0	No able to attend
Winans, Jerry	Bemidji State	0	Will not be attending
OOO and Others Name		Confirmed	Notes:
Anderson, Susan	Budget Unit	0	Not able to attend
Buchanan, Sam	ITS	0	Will not be attending
Buse, Beth	Internal Audit	1	
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	

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Kirkeby, Denise	Financial Reporting	1	
Liljedahl, Lisa	ITS	0	Will be at Quarry Center for the day.
Lund, Dave	ITS	1	
O'Brien, Bill	Finance Admin	1	
Nordby, Mike	Campus Assistance	1	
Page, Ann	Tax Services	0	Will not be attending
Rushenberg, Gerry	ITS		
Schmidt, Valerie	ITS	0	Will attend future sessions dealing with communication / training plans
Smith, Kent	ITS	0	Not able to attend
Stoddard, Tim	Financial Reporting	1	
Swanson, Mary	ITS	0	Unable to attend
Thompson, Ra Nae	ITS	0	Unable to attend
Welter, Teri	ITS	1	
Steve Engels	OPI	0	Will not be attending
Roger Goerke	OPI	1	
John Holland	OPI	1	
Doug Kartio	OPI	1	
Andy Miller	OPI	1	
Heather Tinkham	OPI	1	
Mark Waldal	OPI	1	
Eric Foster-Johnson	OPI	0	Working on Tuition Waiver project
Hiroki Suenaga	OPI	0	Working on Tuition Waiver project
Angela Marckel	Fredrickson Comm's	1	
Lynn Kissock	Fredrickson Comm's	0	Will not be attending
	Yes	30	
	maybe	0	
	Total	30	@ 5-21-08. 1 person will not require lunch
	not attending	22	
	non respondents	1	
	Maximum Possible	53	Average participation – approx 32 to 34

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#	Origination Date	Description	Assigned to	Status
1.	01-22-08	Optimal: 16 C/Us, OCC-Fin (CSU, Financial Reporting, ITS), OCC-ITS (CRM, User Testing); 20+ user PC's (Multiple sessions for some C/Us) Current: WFP Training Room 3354: 16 user PC's , plus outlets for add'l laptops	Bill O'Brien	SCSU is now available, will consider for July 9 and later. Quarry Center also possible.