

User Acceptance Testing (UAT) Session Agenda for July 9, 2008

Meeting:	UAT Session to Review Accounting Module J2EE Application Release 0.5	Facilitators: Al Finlayson Bill O'Brien
Date:	July 9, 2008	
Start Time:	8:30 AM – 3:15 PM	
Location:	St. Cloud State University, St. Cloud Minnesota Centennial Hall Room 455 (all day: morning coffee & rolls, lunch)	Recorders:
Participants:	See attached list	

Day Date	TOPIC	DISCUSSION LEADER	DISCUSSION
8:30 (15 min)	Get Settled In Session Overview	Al Finlayson Bill O'Brien	<ul style="list-style-type: none"> ▪ Welcome ▪ Review of Agenda and Session Goals
8:45 (90 min)	Review Application Release 0.5 – Part 1	Al Finlayson OPI Staff	▪
10:15 (15 min)	Break		
10:30 (60 min)	Review Application Release 0.5 – Part 2	Al Finlayson OPI Staff	▪
11:30 (30 min)	Lunch		
12:00 (90 min)	Short Discussion of Future Stories (Use Cases) Review of Morning Session Prior UAT Session Follow-up (Punch List)	Al Finlayson OPI Staff	▪
1:30 (15 min)	Break		
1:45 (90 min)	Department Manager s Discussion Discuss/Plan Post-Development Project Schedule	Al Finlayson Bill O'Brien	<ul style="list-style-type: none"> ▪ How department managers from UAT member institutions anticipate or would like to query transaction or other information from within the AC web application. ▪ Establish tentative schedule for delivery of application documentation and training materials, training, pilot and system-wide roll-out of the application.
3:15	Adjourn		

User Acceptance Testing (UAT) Session Participants for July 9, 2008

Accounting J2EE Web Application, Release 0.3 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed	Notes:
Adams, Stephanie	South Central TC	0	Will not be attending
Belko, Dawn	North Hennepin	1	
Bernard, Dee	MCTC	1	
Bienfang, Kim	Hennepin Tech	1	
Bjelland, Dave	Alex TC	0	Unable to attend – campus construction issues
Doss, Brad	Riverland C&TC	0	Unable to attend – on medical leave
Fliss, Diana	MnWest C&TC	0	Unable to attend
Gardner, Joann	Bemidji State	1	
Kerkaert, Deb	SW State	0	Unable to attend – NIMS training
Kroening, Mike	MSC-Southeast Tech	0	Will not be attending
Marble, Jan	MSU Mankato	0	Will not be attending – Steve Smith or Deb Sinning will attend
Meyer, Wendy	Anoka Tech		
Onken, Karen	Anoka Tech		
Scherman, Ron	Pine Tech	1	
Sinning, Deborah	MSU Mankato	0	Will not be attending
Smith, Steve	MSU Mankato	0	On vacation
Sylvester, Robin	Bemidji State	1	
Thorn, Dave	Winona State	1	
Vopatek, Christine	Central Lakes	1	
Wagner, Jeff	SCSU	1	
Wegge, Mark	SCSU	1	
OOO and Others Name		Confirmed	Notes:
Anderson, Susan	Budget Unit	0	Unable to attend
Buse, Beth	Internal Audit	0	Will not be attending
Edwards, Connie	Campus Assistance	1	
Finlayson, Al	ITS	1	
Froysland, Kathy	ITS	1	
Gednalske, Steve	Tax Services	0	Will not be attending
Gillson, Roger	ITS	1	
Heydman, Jeremy	ITS	1	
Kirkeby, Denise	Financial Reporting	1	

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Liljedahl, Lisa	ITS	0	Will nor be attending
Lund, Dave	ITS	0	Unable to attend - in training
O'Brien, Bill	Finance Admin	1	
Nordby, Mike	Campus Assistance	1	
Page, Ann	Tax Services	0	Will not be attending
Rushenberg, Gerry	ITS	0	
Schmidt, Valerie	ITS	0	Will not be attending
Smith, Kent	ITS	0	Will not be attending
Stallworth, David	Campus Assistance	1	
Stoddard, Tim	Financial Reporting	0	Will not be attending
Swanson, Mary	ITS	0	Will not be attending
Thompson, Ra Nae	ITS	1	
Welter, Teri	ITS	1	
Roger Goerke	OPI	1	
John Holland	OPI	1	
Doug Kartio	OPI	1	
Pallab Lahiri	OPI	1	
Andy Miller	OPI	1	
Heather Tinkham	OPI	1	
Mark Waldal	OPI	1	
Angela Marckel	Fredrickson Comm's	1	
Lynn Kissock	Fredrickson Comm's	0	Will not be attending
	Yes	29	@ 7-8-08. Average participation – approx 32 to 34
	maybe	0	
	Total	29	
	not attending	21	
	non respondents	2	
	Maximum Possible	52	

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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 has training rooms available, will use for July 9 and later UAT sessions. Quarry Center also possible.

Campus members formerly serving on AC-J2EE Conversion UAT Group		
Jerry Winans	Bemidji State University	Retired July 1, 2008
OPI staff formerly working on AC-J2EE Conversion Project		
Steve Engels	OPI	Working on Tuition Waiver project
Eric Foster-Johnson	OPI	Working on Tuition Waiver project
Hiromi Suenaga	OPI	Working on Tuition Waiver Project